



# WELCOME!

April 10-12 • Orange County Convention Center • Orlando, Florida

**Dear RFID Journal LIVE! 2018 Exhibitor,**

Welcome and thank you for choosing to exhibit at RFID Journal LIVE! 2018, April 10 -12 at the Orange County Convention Center in Orlando, FL.

The Exhibitor Service Manual is an important resource for planning a successful exhibiting experience. It includes all the information and forms you need to plan for a smooth, efficient and profitable show. Use this manual to strategize, organize and maximize your participation.

Please take a moment to review the Table of Contents, and the Action Items Checklist for an overview of all the information included in the kit and important deadlines. Also, be sure to review the General Show Information section for an overview of the show and answers to the most frequently asked questions. **Remember: Placing your orders early will save you time and money!**

**NEW FOR 2018: Revised Exhibit Display Guidelines.** Please review the recently updated *Exhibit Display Guidelines* found within this manual.

In the event you are unable to find the information you need to make your participation a success, please feel free to contact Cierra Belin, Operations Coordinator, at (949) 392-4626 or [Cierra.Belin@emeraldexpo.com](mailto:Cierra.Belin@emeraldexpo.com).

**We look forward to working with you, and thanks again for your participation!**



# GENERAL SHOW INFORMATION

April 10-12 • Orange County Convention Center • Orlando, Florida

## Location

Orange County Convention Center  
9800 International Drive  
Orlando, FL 32819  
[www.occc.net](http://www.occc.net)

**RFID Journal LIVE! 2018 Exhibit Hall: South Concourse, South Hall SA**

## Exhibit Hall Hours

### Move-In

Monday, April 9	8:00 am – 7:00 pm	*overtime charges apply after 5pm
Tuesday, April 10	8:00 am – 4:00 pm	

*All Exhibits must be completed and show-ready by 4:30 p.m. on Tuesday, April 10.*

### Exhibit Hall Open

Tuesday, April 10	6:30 pm - 8:15 pm
Wednesday, April 11	10:45 am - 5:30 pm
Thursday, April 12	10:30 am - 3:00 pm

*On 4/10 and 4/11, exhibitors are allowed access to the exhibit hall one hour after posted official show hours.  
On 4/11 and 4/12, exhibitors are allowed access to the exhibit hall one hour prior to posted official show hours.*

### Move-Out

Thursday, April 12	3:00 pm - 8:00 pm
--------------------	-------------------

*All transportation carriers (trucking companies) must check in no later than **7:00 pm on Thursday, April 12** for freight pickup.*

## Shipping Deadlines

Advance Warehouse	March 13 – April 2, 2018
Direct to Show Site	April 9, 2018 at 8:00 am

## Exhibit Booths Include

- Booth ID sign listing company name and booth number
- 8' high blue back drape
- 3' high blue side rails

Please Note: The exhibit hall is not carpeted. You must carpet or provide other flooring for your exhibit space. Aisle carpet color is Eclipse (blue and black speckled).

## Current Floor Plan

[Click here](#) for the current RFID Journal LIVE 2018! floor plan.



# ACTION ITEMS CHECKLIST

April 10-12 • Orange County Convention Center • Orlando, Florida

Take action, be organized and save your company money! Use this checklist as a guideline for important deadlines for the show. Meeting the below deadlines will save you money from on-site or rush prices. Please keep copies of all order forms and bring with you to show-site for backup.

<b><u>DEADLINE</u></b>	<b><u>ACTION ITEM</u></b>
ASAP	<i>Book your hotel reservation through <a href="#">RFID's Official Hotel Vendor</a> for the best rates <b>**NOTE: <a href="#">Click here</a> for exhibitors booking a sub-block of 10 rooms or more.</b></i>
ASAP	<i>Review revised <a href="#">Exhibit Display Guidelines</a></i>
ASAP	<i>Review your company's Exhibitor Console online. <a href="#">Click here</a> to access your booth invoices/payments, marketing opportunities, online booth profile and more</i>
ASAP	<i><a href="#">Register for staff badges and conference programs</a></i>
January 26	<i><a href="#">Request customized electronic event brochure</a></i>
January 31	<i><a href="#">Final booth and sponsorship payment due</a></i>
February 9	<i>Reserve Ad Space in the onsite Event Program Guide. Contact your sales representative for details and information: Alan McIntosh <a href="mailto:amcintosh@rfidjournal.com">amcintosh@rfidjournal.com</a> tel: 212-584-9400 x4 or Matthew Singer <a href="mailto:msinger@rfidjournal.com">msinger@rfidjournal.com</a> tel: 212-584-9400 x6. Artwork due February 16.</i>
February 13/28	<i><a href="#">Lead Retrieval</a></i>
March 9	<i><a href="#">Shepard Discount Deadline – custom rentals</a></i>
March 13	<i><a href="#">Submit proof of insurance</a></i>
March 13	<i><a href="#">Exhibitor-Appointed Contractor forms due</a></i>
March 13	<i><a href="#">First day freight can arrive at advance warehouse</a></i>
March 19	<i><a href="#">Electrical Services</a></i>
March 19	<i><a href="#">Hanging Sign/Truss Order Forms</a></i>
March 20	<i><a href="#">Shepard Discount Deadline – standard rentals</a></i>
April 2	<i><a href="#">Last day freight can arrive at advance warehouse without surcharge</a></i>
April 9	<i><a href="#">First day freight can arrive at show site</a></i>
ASAP	<i><a href="#">Booth Catering</a></i>



# STAFF CONTACT LIST

April 10-12 • Orange County Convention Center • Orlando, Florida

## OPERATIONS/LOGISTICS TEAM CONTACTS

**Cierra Belin**, Operations Coordinator  
Tel: 949-392-4626  
Email: [cierra.belin@emeraldexpo.com](mailto:cierra.belin@emeraldexpo.com)

**Contact Cierra re:** Operations and Logistics, Move-In and Move-Out, Booth Set, Display Guidelines, Show Floor Issues and Shipping Info.

**Rowena Burcham**, Marketing Specialist  
Tel: 770-291-5406  
Email : [rowena.burcham@emeraldexpo.com](mailto:rowena.burcham@emeraldexpo.com)

**Contact Rowena re:** Sponsorship/Company profiles, Sponsorship/Company logos, Program Guide Ads, Mobile App

**Debbie Hughes**, Sr. Editorial Director of Events  
Tel: 561-504-2627  
Email: [dhughes@rfidjournal.com](mailto:dhughes@rfidjournal.com)

**Contact Debbie re:** Conference Program Content, Speaker Questions/Issues (speaker bios, a/v questions)

## SALES TEAM CONTACTS

**Alan McIntosh**, Sr. Director of Sales  
Tel: 212-584-9400 ext. 4  
Email: [amcintosh@rfidjournal.com](mailto:amcintosh@rfidjournal.com)

**Contact Alan re:** Exhibit Sales, Sponsorship Opportunities, Advertising in the Program & Exhibits Guide, Custom Programs and General Sales Related Questions

**Matthew Singer**, Sr. Director of Sales  
Tel: 212-584-9400 ext. 6  
Email: [msinger@rfidjournal.com](mailto:msinger@rfidjournal.com)

**Contact Matthew re:** Exhibit Sales, Sponsorship Opportunities, Advertising in the Program & Exhibits Guide, Custom Programs and General Sales Related Questions



# SERVICE CONTRACTORS

April 10-12 • Orange County Convention Center • Orlando, Florida

## AUDIO VISUAL/COMPUTER RENTAL

On Services  
Tel: 800/967-2419  
Fax: 770/451-7925  
[service@onservices.com](mailto:service@onservices.com)

## BOOTH CLEANING

Shepard  
Tel: 407/888-9669  
[orlando@shepardes.com](mailto:orlando@shepardes.com)  
[www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

## BUSINESS CENTER

FedEx Office at Orange County  
Convention Center  
Tel: 407/363-2831  
[Usa3996@fedex.com](mailto:Usa3996@fedex.com)

## CARPET

Shepard  
Tel: 407/888-9669  
[orlando@shepardes.com](mailto:orlando@shepardes.com)  
[www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

## CATERING/FOOD & BEVERAGE

Centerplate  
Tel: 800/345-9898  
Fax: 407/685-9884  
[www.occc.net](http://www.occc.net)

## ELECTRICAL/LIGHTING

Orange County Convention Center  
Tel: 800/345-9898  
Fax: 407/685-9884  
[www.occc.net](http://www.occc.net)

## EXHIBITOR SERVICES, RENTAL, LABOR

Shepard  
Tel: 407/888-9669  
[orlando@shepardes.com](mailto:orlando@shepardes.com)  
[www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

## FREIGHT AND SHIPPING

Shepard  
Tel: 407/888-9669  
[orlando@shepardes.com](mailto:orlando@shepardes.com)  
[www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

## GRAPHICS/SIGNAGE

Shepard  
Tel: 407/888-9669  
[orlando@shepardes.com](mailto:orlando@shepardes.com)  
[www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

## HOTEL/HOUSING

Connections Housing  
Tel: 702/541-8942 or 855/476-6976  
[RFIDHousing@connectionshousing.com](mailto:RFIDHousing@connectionshousing.com)  
[www.rfidjournallive.com/hotel-travel/hotel](http://www.rfidjournallive.com/hotel-travel/hotel)

## INSURANCE FOR PURCHASE

Marsh/Total Event Insurance  
[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)  
Tel: 781/994-6000

## LEAD RETRIEVAL

Experient  
Jessica Quinteiro  
Tel: 888/889.4674  
[jessica.quinteiro@experient-inc.com](mailto:jessica.quinteiro@experient-inc.com)

## SECURITY SERVICES

AASE  
Tel: 321/202-9882  
[accountsreceivable@aase1.com](mailto:accountsreceivable@aase1.com)

## SHIPPING SERVICES

Shepard  
Tel: 407/888-9669  
[orlando@shepardes.com](mailto:orlando@shepardes.com)  
[www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

## TELEPHONE/INTERNET

Smart City - OCCC  
9800 International Dive  
Orlando, FL 32819  
Phone: 407-685-2012  
Fax: 407-685-2015  
[csr@smartcity.com](mailto:csr@smartcity.com)  
[www.smartcity.com](http://www.smartcity.com)

## VENUE/FACILITY

Orange County Convention Center  
Tel: 800/345-9845  
Fax: 407/685-9884  
[www.occc.net](http://www.occc.net)



**APRIL 10-12, 2018**

ORANGE COUNTY CONVENTION CENTER, **ORLANDO, FLA**

**16<sup>TH</sup> ANNUAL CONFERENCE AND EXHIBITION**

# **RFID JOURNAL LIVE! 2018** **EXHIBITOR MARKETING** **TOOLS AND SERVICES**



**Rowena Burcham**

Marketing Specialist  
770-291-5406  
rowena.burcham@emeraldexpo.com



**Alan McIntosh**

Senior Director of Sales  
212-584-9400 x4  
amcintosh@rfidjournal.com



**Matthew Singer**

Senior Director of Sales  
212-584-9400 x6  
msinger@rfidjournal.com

## **KEY DEADLINE DATES:**

**2018  
AWARDS ENTRY**

**JAN. 31  
2018**

**PROGRAM GUIDE  
AD INSERTION  
ORDER**

**FEB. 9  
2018**

**PROGRAM GUIDE  
AD ARTWORK DUE**

**FEB. 16  
2018**

**SUBMIT PRODUCT  
ANNOUNCEMENTS**

**FEB. 23  
2018**

RFID Journal’s marketing team can help drive the most qualified leads to your booth and get purchasing decision makers to proactively seek you out at the show. Don’t wait until the last minute to let your staff, customers and prospects know about your organization’s involvement at the event.

### GET EXPOSURE BEFORE, DURING AND AFTER THE SHOW WITH THESE MARKETING OPPORTUNITIES!

DEADLINES	EASY AND EFFECTIVE WAYS TO MAXIMIZE YOUR EVENT EXPOSURE
ENTER DEADLINE: <b>JAN. 31, 2018</b>	<p><b>RFID Journal Awards:</b>            Enter your successful use of radio frequency identification (RFID) technology in the 2018 RFID Journal Awards. To learn more and enter visit: <a href="http://www.rfidjournal.com/live/">www.rfidjournal.com/live/</a></p>
REQUEST NOW THRU <b>JAN. 26, 2018</b>	<p><b>Customized Electronic Event Brochure</b> FREE SERVICE            Send a customized electronic brochure including your company's logo and a special registration discount. Contact <a href="mailto:sales@rfidjournal.com">sales@rfidjournal.com</a> for details.</p>
REQUEST NOW THRU <b>FEB. 23, 2018</b>	<p><b>New Product and News Announcements</b> FREE SERVICE            Have your new product information featured in an e-mail sent out prior to the event. Send your announcements to Rowena Burcham (<a href="mailto:rowena.burcham@emeraldexpo.com">rowena.burcham@emeraldexpo.com</a>).</p>
REQUEST NOW THRU <b>FEB. 9, 2018</b>	<p><b>Program Guide Ad</b>            Place an ad in the official event program guide that will be distributed to all attendees. Contact <a href="mailto:sales@rfidjournal.com">sales@rfidjournal.com</a> for details.</p>
REQUEST NOW THRU <b>FEB. 23, 2018</b>	<p><b>Customized Videos</b>            Create customized content that can be used after the event to showcase your brand and product. Contact <a href="mailto:sales@rfidjournal.com">sales@rfidjournal.com</a>.</p>

**RFID**  
JOURNAL  
**LIVE!**

**APRIL 10-12, 2018**

ORANGE COUNTY CONVENTION CENTER, **ORLANDO, FLA**

**16<sup>TH</sup> ANNUAL CONFERENCE AND EXHIBITION**

**ENTER TODAY!**



## **RFID Journal Awards 2018**

12 YEARS OF SHOWCASING THE BEST RFID DEPLOYMENTS,  
PRODUCTS AND RESEARCH

### **RFID JOURNAL AWARDS 2018**

Submission Deadline: **Jan. 31, 2018**

The twelfth annual RFID Journal Awards will recognize businesses that have distinguished themselves by their successful use of RFID technologies.

Each company that submits an entry will receive a confirmation that it has been received. Vendors may submit an entry on behalf of a customer, but the client must agree to verify the facts, and be willing to provide additional materials if so requested by RFID Journal. All entries must be completed and submitted no later than midnight EST on Wednesday, Jan. 31, 2018. Winners will be announced at RFID Journal LIVE! 2018.

To learn more and enter visit: [www.rfidjournalevents.com/live/for-exhibitors/awards](http://www.rfidjournalevents.com/live/for-exhibitors/awards)

### **INVITE YOUR CUSTOMERS TO COME SEE YOU AND YOUR PRODUCTS IN ACTION!**

As a growing number of products enter the marketplace, the ability to foster intimate relationships with customers is vital. Engaging clients and prospects in an interactive setting is the best way to garner new business and close deals. Offer your best customers and prospects a special registration discount, with these easy and proven methods of attracting more potential buyers to your booth.



**RFID**  
JOURNAL  
**LIVE!**

**APRIL 10-12, 2018**

ORANGE COUNTY CONVENTION CENTER, **ORLANDO, FLA**

**16<sup>TH</sup> ANNUAL CONFERENCE AND EXHIBITION**

## CUSTOMIZED EVENT BROCHURE

Submission Deadline: **Jan. 26, 2018**

Have an electronic event brochure customized with your company's message and a special registration discount. No need to worry about design or copy writing—we'll take care of everything.

Please contact your sales representative for details.

### SAMPLE CUSTOMIZED EVENT BROCHURE:

**RFID**  
JOURNAL  
**LIVE!**

**15<sup>TH</sup>**  
ANNUAL  
CONFERENCE  
AND  
EXHIBITION

**MAY 9-11**  
**2017**  
PHOENIX CONVENTION CENTER  
PHOENIX, ARIZ.

**DON'T  
MISS OUT  
REGISTER  
TODAY!**

**LEARN HOW TO ACHIEVE  
GROUNDBREAKING  
EFFICIENCIES WITH RFID**

**XX%  
DISCOUNT  
COURTESY OF  
ZEBRA**

**YOUR  
COMPANY  
NAME  
AND LOGO  
HERE**

**THE WORLD'S  
MOST IMPORTANT  
RFID EVENT  
WILL FEATURE:**

- > 200+ RFID EXHIBITORS
- > REAL-WORLD DEMONSTRATIONS
- > 50+ NEW END-USER CASE STUDIES
- > CO-LOCATED IEEE RFID 2017
- > RFID CERTIFICATION TRAINING
- > THE RFID JOURNAL AWARDS

**www.rfidjournalevents.com/live**

**REGISTER EARLY FOR MAXIMUM SAVINGS OFF ONSITE PRICES!  
PLUS, SAVE AN EXTRA XX% WITH ZEBRA VIP PROMO CODE XXXX.**

**RFID**  
JOURNAL  
**LIVE!**

**APRIL 10-12, 2018**

ORANGE COUNTY CONVENTION CENTER, **ORLANDO, FLA**

**16<sup>TH</sup> ANNUAL CONFERENCE AND EXHIBITION**

## **OFFICIAL EVENT PROGRAM GUIDE**

Requests must be received by **Feb. 9, 2018** | Artwork due by **Feb. 16, 2018**

The program guide is a great opportunity to get your advertising message in front of thousands of RFID decision makers.

**PLEASE NOTE:** There are limited advertising opportunities, and they sell out fast. For more information regarding program guide advertising opportunities, please contact your sales representative soon.

## **CUSTOMIZED VIDEOS**

Requests must be received by **Feb. 23, 2018**

RFID Journal creates LIVE! demonstration and content videos. See examples of how RFID Journal works with companies at RFID Journal LIVE! to create customized content that can be used after the event to showcase their brand, product and participation at the event, on this page: [www.rfidjournalevents.com/live/for-exhibitors/resources](http://www.rfidjournalevents.com/live/for-exhibitors/resources). For more information please contact **Alan McIntosh** 212-584-9400 x4 or **Matthew Singer** 212-584-9400 x6.

## **EXHIBITOR CONSOLE** **NEW**

RFID Journal Live! 2018 has a new online platform to help you prepare for the show. The new Exhibitor Console is a “one-stop shop” where you can access all show services quickly and easily. The main contact on your account will be sent an email that includes a single sign-on so you can easily access your console at any time without remembering passwords.

What you will find in your Exhibitor Console:

### **Exhibitor Service Manual**

Important information regarding show rules and regulations, deadlines and ordering booth services

### **Exhibitor Badge Registration**

Quickly and easily register all booth staff

### **Housing**

Book your hotel rooms early for the best selection and price

### **Online Booth Profile**

Update your company information that will be displayed online and used in the printed show directory

### **Marketing Opportunities**

Complete advertising, direct mail and public relations options to ensure you have the best show ever

### **Financial Information**

View invoices and payment information

**WE LOOK FORWARD TO SEEING YOU IN ORLANDO ON APRIL 10-12, 2018**



# A-Z EXHIBITOR INFORMATION

April 10-12 • Orange County Convention Center • Orlando, Florida

## AGE LIMIT

For security and safety, children under the age 18, including infants, are not allowed on the exhibit floor or in the conference sessions at any time, including move-in and move-out.

## AISLE SPACE

**Exhibitors shall not solicit business and distribute literature in aisles, or engage in any activity that leads to congestion in the aisles.**

Aisle logos, such as gels or footprints, are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative. Alan McIntosh [amcintosh@rfidjournal.com](mailto:amcintosh@rfidjournal.com) Phone: 212-584-9400 x4 or Matthew Singer [msinger@rfidjournal.com](mailto:msinger@rfidjournal.com) Phone: 212-584-9400 x6.

## ANNOUNCEMENTS

Show Management reserves the right to make public address announcements in the exhibit hall for conference sessions, meetings and other official events, or in the event of an emergency. No unauthorized announcements or advertisements, including but not limited to exhibitor contest/prize winners, will be allowed.

## BADGES & REGISTRATION

All event participants must wear official RFID Journal LIVE! badges at all times in the exhibit area and conference sessions. The event is open to the trade only. Detailed exhibitor badge registration information can be found in the [EXHIBITOR REGISTRATION](#) section of this manual.

## BOOTH PERSONNEL

Booth personnel, or persons hired by exhibiting companies, must remain in the exhibitor's booth and are not permitted to walk the aisles or lobbies for promotional purposes. They must wear appropriate exhibitor badge.

## CATERING

All food and beverage must be purchased from Centerplate, the exclusive food service provider for the Orange County Convention Center. Information including menus can be found in the ADDITIONAL SERVICES section of this manual. No other food items or beverages may be brought into the Exhibit Hall by outside vendors.

## CLEAN FLOOR POLICY

Empty cartons and cases must be removed from your booth, they cannot be stored behind drape or in your booth. Shepard will provide "Empty Crate" stickers to affix to boxes, cases and crates and will store and return them to your booth at show closing. Please refer to the Shepard section of this manual for specific times and dates.

## CLEANING

Exhibitors are responsible for keeping their booth clean throughout the show. Cleaning services including vacuuming, shampooing and trash removal may be contracted from Shepard. Ordering information can be found through Shepard Expositions Services.

## DECORATIONS

Decorations are not permitted on ceilings, painted surfaces, columns, fabric and walls. Nails, tacks, gummed labels, or stickers and other similar materials may not be used on any walls, doors or columns of the Orange County Convention Center or the meeting rooms.

## DEMONSTRATIONS

Demonstrations must take place within the assigned exhibit space. Demonstrations may not directly or indirectly prevent the normal flow of foot traffic through aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business. Aisles may not be obstructed at any time. Demonstrations must have the proper protection to prevent injuries to spectators. Any demonstration found to be in poor taste or not within the scope of the event by Event Management is not permitted.



# A-Z EXHIBITOR INFORMATION

(cont'd)

April 10-12 • Orange County Convention Center • Orlando, Florida

## ELECTRICAL

All electrical must be ordered through the Orange County Convention Center. Electrical is programmed for the amount of power you ordered. If an exhibitor is plugged into an unauthorized electrical outlet they will be disconnected and required to pay for electric used.

## EXHIBITS

Booths must be set-up, staffed and ready to open at the beginning of each day's Exhibit Hall hours. Booths must remain intact until the close of the Exhibit Hall. Early tear-down of booths is strictly prohibited.

Exhibit booths must be constructed in such a manner that fire extinguishing chemicals and sprinkler system water are not impeded should there be a fire emergency.

1. All materials used in booth decoration must be flame retardant.
2. Exhibit booths shall be constructed of non-combustible materials.
3. All packing containers, wrapping materials, and display materials must be removed from behind booths and placed in storage.
4. All items on display may be in operation provided they comply with safety regulations, local ordinances, and noise restrictions. Noisy equipment used in demonstrations should be operated intermittently.
5. Loud speaking or shouting, mechanical sound, or any unnecessary noises to attract attention will not be permitted.
6. Flood lighting or other lights may not be installed in such a way that the glare is annoying to attendees or neighboring exhibitors.

## EXPOSED AREAS MUST BE FINISHED

All backwalls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed.

## EXHIBITOR-APPOINTED CONTRACTORS

Exhibitors who wish to employ exhibitor-appointed contractors to erect or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. Please be sure to submit the required EAC Form by **March 13, 2018**.

## EXHIBITOR EVENTS

It is Event Management policy that exhibitors cannot hold events that interfere with exhibit or conference hours, or with events such as the Opening Night Reception or an Event Management-offered Attendee Party. If you have any question about whether your event interferes with the conference scheduling, please contact your Sales Representative: Alan McIntosh [amcintosh@rfidjournal.com](mailto:amcintosh@rfidjournal.com) Tel: 212-584-9400 x4 or Matt Singer [msinger@rfidjournal.com](mailto:msinger@rfidjournal.com) Tel: 212-584-9400 x6.

## EXHIBITOR LABOR

Florida is a right-to-work state. Exhibitors are permitted to use their own full-time company employees to install and dismantle their booths, however; workmen's compensation insurance must be in full force and effect for all such persons used by the exhibitor. Labor available through Shepard Exposition Services.

## FIRE AND SAFETY REGULATIONS

The fire code at Orange County Convention Center is very rigid. A fire marshal will be making inspections throughout the show to ensure that all exhibitors and show management are in compliance with state and local codes. Please carefully review the Fire Safety Regulations.



# A-Z EXHIBITOR INFORMATION

(cont'd)

April 10-12 • Orange County Convention Center • Orlando, Florida

## FLAMMABLE/HAZARDOUS MATERIALS REGULATIONS

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. ALL hazardous materials shall be approved by the Orlando Fire Department and the Orange County Convention Center prior to being brought into the facility.

The following hazardous materials are PROHIBITED on show floors:

- LPG cylinders in excess of 2.5 pounds (1 kg) water capacity
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND
- GAS FUELED VEHICLES.
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics [i.e. liquid nitrogen, liquid oxygen], unless approved by the Fire Marshal.

Due to facility regulations, the following items are also not permitted on the premises:

- Glitter or confetti
- Helium or Mylar balloons

Neon tubing and devices may only be utilized if strict protection criteria are followed. If you plan on using neon, you must obtain Fire Marshal approval. A Certificate of Fire Retardant Treatment shall be available within an exhibit as proof of flame retardant treatment.

## GENERAL SERVICES CONTRACTOR/DECORATOR

Shepard Exposition Services is the official General Services Contractor/Decorator for RFID Journal LIVE! 2018. Shepard is responsible for efficient operations of the event including scheduling freight at the loading dock, keeping aisles clear and delivering freight to the booths. Shepard Exposition Services will handle all material handling at the event (drayage), and the operation of any mechanical lifts.

## LIGHT PROJECTION

The projection of light or laser in any form onto any part of the Building or other exhibits must be preapproved by Show Management.

## PHOTOGRAPHY/RECORDING

No photography, video recording or sketching is permitted during show hours. If exhibitors wish to take photos of their booths, they must do so prior to show opening. No recording is allowed at any time in the Exhibit Hall. Photography or recording in or around the session rooms is strictly prohibited by Event Management at all times.

## PRIVATELY-OWNED VEHICLE - POV

Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately-owned vehicle i.e. car, van or SUV – NO BOX TRUCKS) in the designated areas. ONLY hand carrying or two wheel dollies will be allowed to bring merchandise from your POV to your booth. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within 30 minutes and the vehicle must then be moved.

## PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space. Exhibitors are also cautioned that if their promotional materials are found affixed to the convention center or hotel property, they will be responsible for the cost of its removal. If you have any questions relating to this subject or would like information on outside advertising, please contact Show Management.



# A-Z EXHIBITOR INFORMATION

(cont'd)

April 10-12 • Orange County Convention Center • Orlando, Florida

## SECURITY

RFID Show Management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, Orange County Convention Center, security contractor, drayage contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft. To order additional booth security, such as an overnight security guard, see the Security Form in the vendor section of this manual.

## SMOKING

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

## SOUND/NOISE LEVELS

Exhibitors must regulate the level of sound in their booths so as not to inhibit the ability of neighboring exhibitors. Exhibitors may use sound equipment in their booths so long as the noise level does not exceed 85dB or disrupt the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisle or any adjacent booth. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect fees on behalf of composers and publishers of music.

## STORAGE-ACCESSIBLE

- Storing of any crates, cartons, boxes or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Shepard. Shepard will return all "empties" at the conclusion of the Show. Exhibitors may obtain labels marked "EMPTY STORAGE" at the Shepard Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.
- Arrangements can be made with Shepard for on-site storage of excess items. Check with Shepard on-site for availability and rates for access storage. No security is provided for this area.

## VEHICLES

Vehicles may be used as a display. Please email Anne McConahey [anne.mcconahey@emeraldexpo.com](mailto:anne.mcconahey@emeraldexpo.com) for specific information.



# SECURITY TIPS

April 10-12 • Orange County Convention Center • Orlando, Florida

Event Management will provide 24-hour perimeter access control throughout the show, but **assumes no liability for loss or damage to exhibitor's property**. Event Management does not carry insurance on exhibitor materials or displays. **Exhibitors are responsible** for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the event.

Suggestions on protecting your display:

- ✓ Do not mark the outside of your shipping cartons with the contents—use a code.
- ✓ Furnish your shipping company with an accurate and complete bill of lading.
- ✓ Do not leave materials in containers to be stored with empties.
- ✓ Whenever the exhibit floor is closed or your booth is unattended, remove valuable items or secure them in a safe place. Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the exhibit floor is closed.
- ✓ Do not leave your leads in the booth unattended.
- ✓ When the exhibit floor closes, pack as quickly as possible and do not leave your display unattended.
- ✓ During move-out remain with your display and equipment until it has been packed and is ready to ship.
- ✓ Prior to shipping be sure to insure your shipment with your designated shipper.



# EXHIBITOR BADGE REGISTRATION

April 10-12 • Orange County Convention Center • Orlando, Florida

## Complimentary Exhibitor Conference Passes\*

With the event fast approaching, your next step will be to take advantage of your complimentary Exhibitor Conference Passes for your show staff, and company employees. These complimentary passes provide access to the keynotes, main conference and breakout sessions, exhibit hall and opening night reception. **The Complimentary Exhibitor Conference Pass DOES NOT include meal functions or breaks on April 10-12.**

**\*Important Note:** Except for official Preconference Seminar Sponsors, these complimentary Conference Passes do not include access to any of the preconference seminars. If you wish to attend a Preconference Seminar, you can purchase an upgrade to your complimentary Exhibitor Conference Pass.

## Exhibitor Booth Staff Passes (Access to Exhibit Hall Only)

Exhibitors may purchase additional Exhibitor Booth Staff passes for \$199. These passes are for exhibit hall access, keynote and general sessions and include access during move-in and move-out. These passes also include the opening night networking reception. The exhibitor booth staff pass does not include access to the breakout sessions. **The Exhibitor Booth Staff Pass DOES NOT include meal functions or breaks on April 10-12.**

## Speaker and Panelist Passes

If your sponsorship includes a speaking or panelist opportunity, this badge is in addition to the allotted number of passes indicated below. Please email Debbie Hughes [dhughes@rfidjournal.com](mailto:dhughes@rfidjournal.com) Tel: 561-504-2627 with the details on who will be speaking on behalf of your company.

The allotted number of complimentary Exhibitor Conference Passes that is included in your exhibit and/or sponsorship program is outlined below:

Exhibitor Complimentary Conference Passes:
Cornerstone Sponsor – 20 passes
Signature Sponsor – 20 passes
Premium Sponsor – 15 passes
Platinum Sponsor – 8 passes
ROI Application Sponsor – 5 passes
Silver Sponsor – 4 passes
Exhibitor – 2 conference & 2 booth staff passes *

\*In addition, any exhibitor that has purchased additional booth space (10x20 or higher) will receive 2 additional Exhibitor Conference Passes and 1 Booth Staff pass per each 10'-by-10' increment. For example, a 10'-by-30' booth space will receive 6 extra passes above and beyond the number of passes listed in the above chart.





# EXHIBITOR REGISTRATION

(cont'd)

April 10-12 • Orange County Convention Center • Orlando, Florida

## How to Register Your Staff

### Instructions:

1. The person you provided to us as your primary point of contact for this event will receive an email when exhibitor registration is ready.
2. This email contains instructions for registering your complimentary passes. Please follow the instructions carefully.
3. If you have questions regarding Online Registration, please contact Customer Service at 800-465-5514 domestically or 847-996-5814 internationally or email [RFIDJournalExh@experient-inc.com](mailto:RFIDJournalExh@experient-inc.com) between the hours of 9:00am-6:00pm Eastern Standard Time.

Please note that your exhibitor account is pre-programmed with the number of complimentary passes that you are entitled to. Once you use up that number of complimentary passes, the system will require that you pay for any additional passes at the rates indicated below:

All-Access Pass	\$1,299
Conference Pass	\$899
Exhibit Booth Staff Pass	\$199
Upgrade from Complimentary Conference Pass to All-Access Pass	\$400

**It is always best to register your staff as early as possible but if you need to make any alterations or updates to your staff list, online registration will be open throughout the duration of the show.**



# HOTEL INFORMATION

April 10-12 • Orange County Convention Center • Orlando, Florida

## Official Show Hotels

RFID Journal LIVE! 2018 will be held at the Orange County Convention Center in Orlando, Florida.

RFID Journal has arranged for special discounted rates for our attendees, exhibitors and speakers at the hotels listed below. **Hotel discounts expire on the dates listed below, but rooms might sell out before then, so book early.**

## OFFICIAL RFID JOURNAL LIVE! 2018 HOTEL OPTIONS

### Hilton Orlando

- Special LIVE! 2018 Rate: \$220 + tax per night, single- or double-occupancy (rate expires March 8)

### Rosen Centre Hotel

- Special LIVE! 2018 Rate: \$197 + tax per night, single- or double-occupancy (rate expires March 8)

[Click here](#) for additional hotel details.

All hotel reservations should be made directly with Connections Housing, the official RFID Journal LIVE! 2018 housing bureau ASAP. To book your room, please [click here](#).

**\*\*NOTE:** [Click here](#) for exhibitors booking a sub-block of 10 rooms or more.

**You may be solicited to book a hotel room via e-mail or phone by various third parties claiming to offer discounted rooms for RFID Journal LIVE! event participants. For your own protection, please do not make reservations through any unknown housing or travel company. If you receive a call or e-mail from any company that is not our official housing provider, please contact us immediately at [RFIDHousing@connectionshousing.com](mailto:RFIDHousing@connectionshousing.com)**

## Transportation

For details on transportation [click here](#).



# INSURANCE REQUIREMENTS

April 10-12 • Orange County Convention Center • Orlando, Florida

**Submit your required insurance documents online within the RFID Journal LIVE! Exhibitor Portal. [Click here](#) (password required) to attach your proof of insurance. Be sure the name of the attachment reflects the name of the insured exhibiting company. *Submit your completed documents by March 13.***

RFID Journal LIVE! does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to RFID prior to the show. To protect your property and staff we suggest taking the following steps:

## **Property Insurance**

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

## **Insurance Requirements**

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the terms of your booth space contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, *unless* you are the sole proprietor. Sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth *or* if you are using any vehicle in connection with the event i.e. loading/unloading area, POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions, the Event Facility, and each of its subsidiaries, affiliates, officers, directors, employees, agents and representatives. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions 60 days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to Emerald Expositions.

**[Click here](#) (password required) to attach your proof of insurance via the RFID Exhibitor Portal**

***NEED INSURANCE? [Click here](#) to purchase insurance for this event through Marsh/TotalEvent Insurance.***



## **Exhibitor Insurance Program**

### **EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)**

Emerald Expositions requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$5,000,000 aggregate**. Emerald Expositions and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

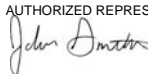
- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

### **Apply for insurance coverage online**

[Click here](#) to purchase General Liability insurance for RFID Journal Live!  
Visa, Mastercard, AMEX are accepted  
Coverage must be purchased prior to the event/show

### **QUESTIONS?**

**Total Event Insurance**  
[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

ACORD <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1.</span> CERTIFICATE OF LIABILITY INSURANCE		DATE					
<b>PRODUCER</b> Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
<b>INSURED</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819		<b>INSUREERS AFFORDING COVERAGE</b> INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
<b>COVERAGES</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3.</span> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9.</span> LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/18	01/01/19	EACH OCCURENCE	\$1,000,000	
					FIRE DAMAGE (Any one fire)	\$ 50,000	
					MED EXP (Any one person)	\$ 5,000	
					PERSONAL & ADV INJURY	\$1,000,000	
					GENERAL AGGRREGATE	\$2,000,000	
		PRODUCTS-COMP/OP AGG	\$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/18	01/01/19	COMBINED SINGLE LIMIT	\$1,000,000	
					(Ea accident)		
					BODILY INJURY	\$	
					(Per person)		
					BODILY INJURY	\$	
	(Per accident)						
		PROPERTY DAMAGE	\$				
	(Per accident)						
		AUTO ONLY-EA ACCIDENT					
		OTHER THAN	\$				
		AUTO ONLY:	\$				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/19	01/01/19	EACH OCCURENCE	\$1,000,000	
					AGGREGATE	\$1,000,000	
						\$	
						\$	
						\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/19	01/01/19	X	WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000	
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000	
					E.L. DISEASE -POLICY LIMIT	\$1,000,000	
D	OTHER				Each Occurrence & Aggregate		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5.</span> Emerald Expositions (Show Management), Shepard (Official Service Provider), The Orange County Convention Center (Facility), and RFID Journal Live (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald Expositions and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald Expositions, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald Expositions shall be excess and non-contributory. Show date(s) are: April 10-12, 2018 at Orlando, Florida.							
CERTIFICATE HOLDER    X    ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION					
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> Emerald Expositions / RFID Journal Live! 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Anne McConahey		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE  <span style="border: 1px solid black; border-radius: 50%; padding: 2px; float: right;">10.</span>					

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: Emerald Expositions (Show Management), Shepard (Official Service Provider), RFID Journal Live (Show) and The Orange County Convention Center (Facility) as additional insureds on

- a primary and non-contributory basis. Show dates are April 10-12, 2018.
- CERTIFICATE HOLDER: Emerald Expositions – Show Name, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, , Attn: Anne McConahey
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# EXHIBITOR-APPOINTED CONTRACTORS (EACS)

April 10-12 • Orange County Convention Center • Orlando, Florida

If you are using an EAC to set-up and/or tear-down your booth you must submit, on their behalf, their company's proof of insurance AND a completed form containing their onsite information\*. To do this, click on the link below that corresponds with your company's booth location. You will then log-in using the password provided in your company's booth confirmation and submit these documents. ***Submit your completed documents by March 13. Failure to notify Show Management may delay booth installation.***

**[Click here](#) (password required) to attach your EAC's insurance and on-site information via the RFID Exhibitor Portal**

*\*If you are not using an EAC, you only need to submit your company's proof of insurance.*

*The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisles and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.*

## LINEAR BOOTHS

Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions and Use of Space

Linear booths are most commonly 10-feet wide and 10-feet deep, i.e. 10-feet by 10-feet. Maximum back wall height is 8-feet.

Regardless of the number of Linear booths utilized (e.g. 10-feet by 20-feet, 10-feet by 30-feet, etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8-feet is allowed only in the rear half of the booth space, with a 4-foot 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 the single exhibit space, the 4-foot height limitation is applied only to that portion of exhibit space which is within 10-feet of an adjoining booth.

### Equipment

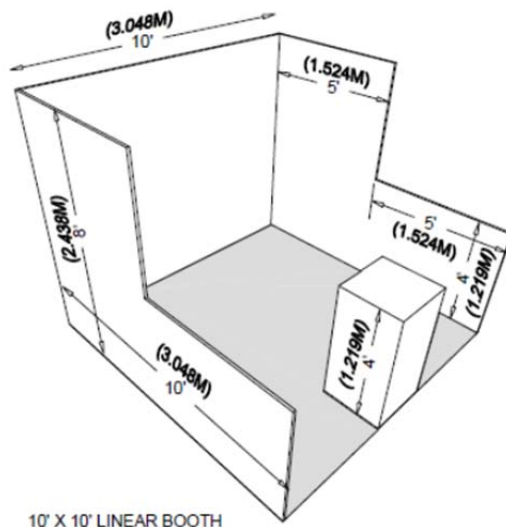
8-foot high blue back drape, 3-foot high blue side drape, 7-inches x 44-inches ID sign

### Hanging Signs

Hanging signs are not permitted for Linear Booths.

\*A Corner Booth is a Linear Booth at the end of series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear booths apply.

\*A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply except that 1. the maximum back wall height is 12-feet and 2. Hanging signs are allowed and may not exceed 12-feet in height from the floor to the top of the sign and the sign must be at least 5-feet away from the aisle.



The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisles and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.

## END-CAP BOOTH

An End-cap configuration is essentially an in-line (Linear) booth placed in the position of a Peninsula or Split Island.

### Dimensions and Use of Space

End-cap Booths are generally 10-feet deep by 20-feet wide and back up to two Linear Booths or a Split Island Booth.

#### When an End-cap backs up to two Linear Booths:

- The center portion of the back wall (10-feet wide) is allowed a maximum height of 8-feet.
- The remaining back wall (5-feet wide on either side of the center 10-foot wide portion) is allowed a maximum height of 4-feet.
- Within 5-feet of the two side aisles, the maximum height for any display materials is 4-feet.

#### When an End-cap backs up to a Split Island Booth:

- The entire area of the booth may be used, up to a maximum height of 8-feet.

### Equipment

When an End-cap backs up to two Linear Booths:

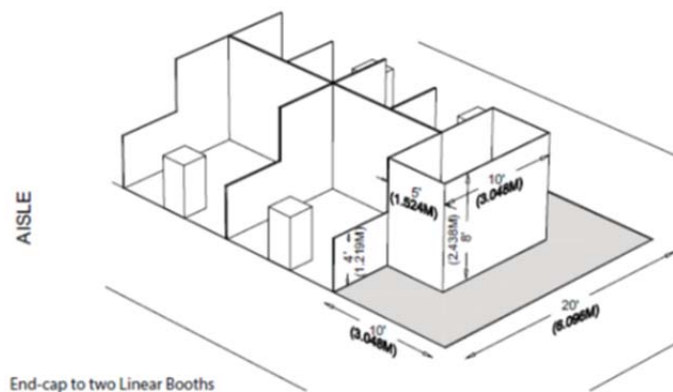
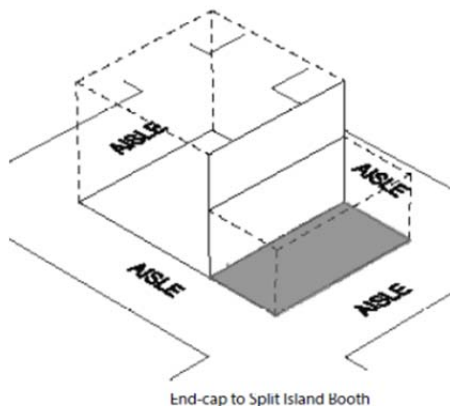
- 8-foot high blue back drape (center portion 10-foot wide), 3-foot high blue drape (remaining back/side of neighboring exhibitor, 5-foot wide on each side), 7-inches x 44-inches ID sign

#### When an End-cap backs up to a Split Island Booth:

- 8-foot high blue back drape, 7-inches x 44-inches ID sign

### Hanging Signs

Hanging signs are not permitted for End-cap Booths.





# EXHIBIT DISPLAY REGULATIONS – PENINSULA BOOTH

April 10-12 • Orange County Convention Center • Orlando, Florida

*The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisles and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.*

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.” *Guidelines for Split Island Booths are found on the next page.*

## Dimensions and Use of Space

A Peninsula Booth is usually 20-feet by 20-feet or larger.

When a Peninsula Booth backs up to two Linear Booths, the back wall has specific requirements:

- The center portion of the back wall (10-feet wide) is allowed a maximum height of 16-feet.
- The remaining back wall (5-feet wide on either side of the center 10-foot wide portion) is allowed a maximum height of 4-feet.
- Within 5-feet of the two side aisles, the maximum height for any display materials is 4-feet.

*\*NOTE: The reverse side of the back wall above 8-feet high will be exposed and therefore must be finished and include no graphics.*

## Equipment

8-feet high blue back drape in the center portion (10-feet wide), 3-feet high blue drape in the remaining back/side of neighboring exhibitor (5-feet wide on each side)

## Hanging Signs

Peninsula Booths 20-feetx20-feet or larger may hang banners or signage above their booths to a maximum of 16-feet and may not exceed the width of the contracted booth space. All hanging signs, hanging graphics and hanging banners must be approved in advance of the show by Show Management. Submit the [Hanging Sign Request form](#) by March 13.

## Finished Surfaces

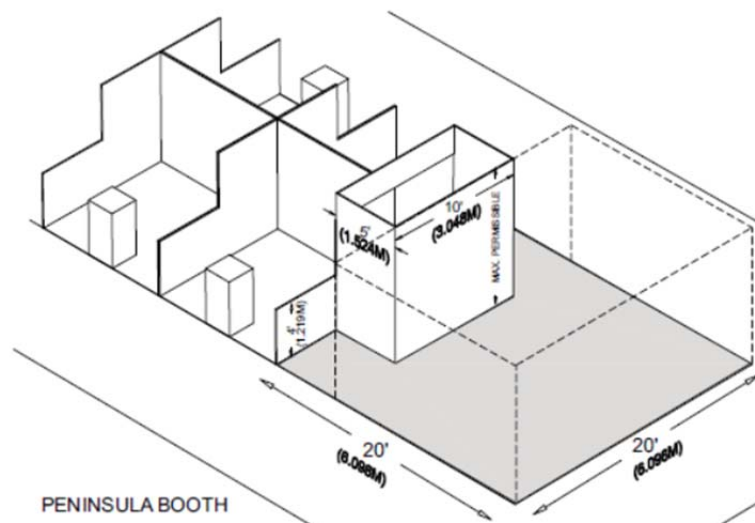
All back walls, side walls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement, graphic or promotion must face into the aisle.

## Solid Walls

To allow for good sight lines and excellent traffic flow, fully-enclosed booths are not allowed. We recommend that each side of your booth is no more than 50% enclosed with any type of wall/enclosure over 4-feet high.

## Multi-story/Canopies/Ceilings

Use of multi-story exhibits, canopies and ceilings must be approved by Show Management and Orange County Convention Center in writing at least 30 days in advance of the event. All Orange County fire regulations must be followed.



# EXHIBIT DISPLAY REGULATIONS – SPLIT ISLAND BOOTH

April 10-12 • Orange County Convention Center • Orlando, Florida

*The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisles and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.*

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire area of this booth is used, up to 16-feet.

## Dimensions and Use of Space

A Split Island Booth is usually 20-feet by 20-feet or larger. Maximize height is 16-feet.

## Equipment

8-feet high blue back drape

## Hanging Signs

Split Island Booths 20-feetx20-feet or larger may hang banners or signage above their booths to a maximum of 16-feet and may not exceed the width of the contracted booth space. All hanging signs, hanging graphics and hanging banners must be approved in advance of the show by Show Management. Submit the [Hanging Sign Request form](#) by March 13.

## Finished Surfaces

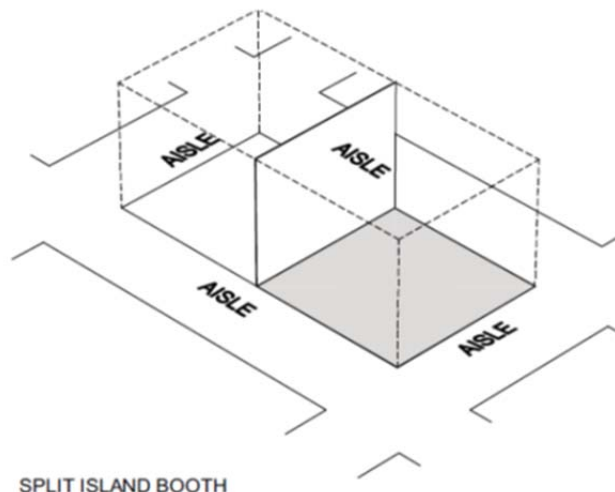
All back walls, side walls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement, graphic or promotion must face into the aisle.

## Solid Walls

To allow for good sight lines and excellent traffic flow, fully-enclosed booths are not allowed. We recommend that each side of your booth is no more than 50% enclosed with any type of wall/enclosure over 4-feet high.

## Multi-story/Canopies/Ceilings

Use of multi-story exhibits, canopies and ceilings must be approved by Show Management and Orange County Convention Center in writing at least 30 days in advance of the event. All Orange County fire regulations must be followed.



# EXHIBIT DISPLAY REGULATIONS – ISLAND BOOTH

April 10-12 • Orange County Convention Center • Orlando, Florida

*The intent of these regulations is to allow for the best use of booth space without interfering with or obstructing neighboring exhibitors. These regulations allow for reasonable sight lines from the aisles and open access to attendees walking the aisles. Show Management reserves the right to remove or modify, at the expense of the exhibitor, if the display does not meet the specifications as set forth in this manual.*

**ISLAND BOOTH**

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions and Use of Space**

An Island Booth is typically 20-feetx20-feet larger. Maximum height is 16-feet.

**Equipment**

None

**Hanging Signs**

Island Booths 20-feetx20-feet or larger may hang banners or signage above their booths to a maximum of 16-feet and may not exceed the width of the contracted booth space. All hanging signs, hanging graphics and hanging banners must be approved in advance of the show by Show Management. Submit the [Hanging Sign Request form](#) by March 13.

**Finished Surfaces**

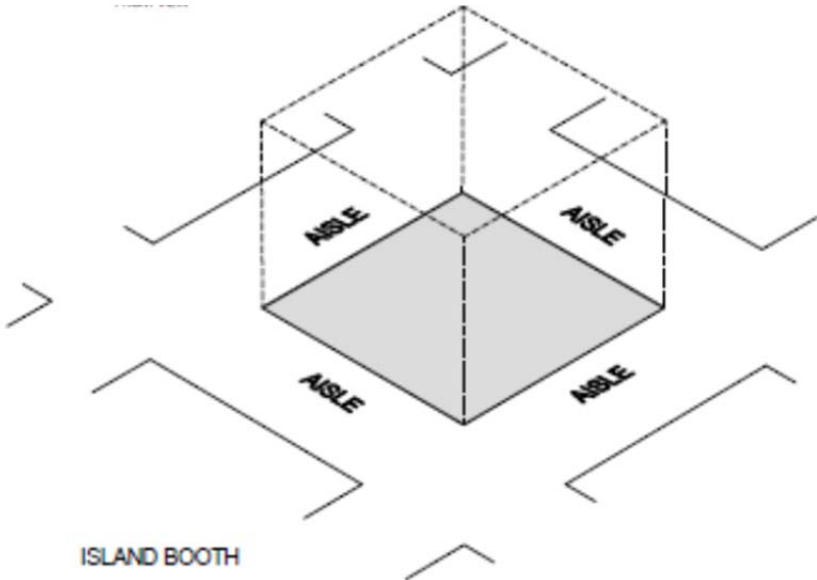
All back walls, side walls or any other exposed areas of the display must be draped or finished surfaces.

**Solid Walls**

To allow for good sight lines and excellent traffic flow, fully-enclosed booths are not allowed. We recommend that each side of your booth is no more than 50% enclosed with any type of wall/enclosure over 4-feet high.

**Multi-story/Canopies/Ceilings**

Use of multi-story exhibits, canopies and ceilings must be approved by Show Management and Orange County Convention Center in writing at least 30 days in advance of the event. All Orange County fire regulations must be followed.



In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

## 1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show management badge.
- Children under 18 must be accompanied and supervised at all times while on the exhibit floor. Registration for children is complimentary and must be done on-site. All children except infants in backpacks or slings must be registered and badged to be admitted to the exhibit areas. Strollers for children are permitted in the exhibit areas during published show hours. Attendees assume all risks associated with the use of strollers on the show floor, including but not limited to personal injury or property damage.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## 2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of RFID Journal Live!".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

## 3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for the group of attendees watching or listening to a presentation or demonstration within the booth.
- An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management.
- **Environmental Laws/OSHA Regulations**
- All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.
- All features, signs and/or walls that are facing the aisle need to be signs covered or finished.

## 4. Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## 5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

## 6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.22 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

## 7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

## 8. Booth and/or Material Abandonment

- Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

## 9. Booth Construction Standards

- The booth guidelines are located within this manual for your reference and should be strictly adhered to.
- ACRE is a "Line of Sight" show and follows this rule for all booths.

## 10. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## 11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

## 12. Excessive Trash

- Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

## 13. Forklifts

- Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

## 14. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

## 15. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.



- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
    - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
    - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
    - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
    - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
    - Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
  - In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
  - Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
  - Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.
- 16. Exhibitor Registration & Badges**
- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
  - Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.
  - Exhibitor badges do NOT receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.
- 17. Fire Protection/Fire Marshal Requirements**
- All exhibit spaces must be in full compliance with all facility, Fire Marshal, show management, and exhibit guidelines including all local, state and federal laws.
- **Fire and Safety**
    - The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
    - Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
    - Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
    - Spray painting is prohibited.
    - Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
    - Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
    - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.
  - **Flammable and Toxic Materials**
    - All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
    - Samples should also be available for testing.
    - Materials that cannot be treated to meet the requirements should not be used.
    - A flame-proofing certificate should be available for inspection.
    - Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
    - Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- 18. Floor Covering/Carpet Requirements**
- The exhibit hall portion of the facility is not carpeted. Floor covering is required in all booths and may be supplied either by the General Service Contractor or the exhibitor. All exhibits must be confined to the spatial limits of their respective exhibit space(s) as indicated on the floor plan. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

## 19. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products needs to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

## 20. Freight Holds

- Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

## 21. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsula, split island and island booths to a maximum height of 16 feet. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- The maximum combined vertical height between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side, may not exceed a maximum of 16 feet.
- Signs cannot be taller than eight feet and must be finished on all exposed sides.
- Hanging signs and graphics should be set back 5 feet from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The Orange County Convention Center Rigging Department will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

## 22. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor, and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

## 23. Install/Dismantle

### • Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.



- **Labor**

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

**24. Insurance**

- Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the Insurance Requirements section in the Exhibitor Manual for specifics on insurance requirements.

**25. Lighting**

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

**26. Literature Distribution/Giveaways**

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

**27. Material Handling & Storage**

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## 28. Paging & Announcements

- Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

## 29. Photography/Video Recording

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed or video/audio recorded.

## 30. Raffles, Drawings and Contests

- Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## 31. Sales from Exhibitors' Booths

- Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

## 32. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four-hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship PC's, iPads and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

## 33. Show Directory

- Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

## 34. Sound/Music/Noise

- In general, exhibitors with booths that are 400 sq. ft. and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.
- BOOTHS UNDER 400 SQ. FT. IN SIZE ARE NOT ALLOWED TO UTILIZE ANY TYPE OF SOUND SYSTEM OR ANY DEVICE THAT AMPLIFIES SOUND.

## 35. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00pm on Monday, April 10, 2018 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

## 36. Strolling Entertainment

- Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

## 37. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

## 38. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.25 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# SHOW INFORMATION

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

### BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

Show drape color(s): Blue  
Aisle carpet color: Eclipse

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, April 9, 2018	8:00 AM - 7:00 PM
	Monday, September 10, 2018	8:00 AM - 4:00 PM
Exhibit Hours:	Tuesday, April 10, 2018	6:30 PM - 8:15 PM
	Wednesday, April 11, 2018	10:45 PM - 5:30 PM
	Thursday, April 12, 2018	10:30 AM - 3:00 PM
Exhibitor Move-out:	Thursday, April 12, 2018	3:00 PM - 8:00 PM
	<i>* Please note that overtime rates apply after 4:30 PM</i>	
Freight Re-route Time:	Thursday, April 12, 2018	7:00 PM

### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Tuesday, March 13, 2018
Discount price deadline for standard Shepard orders:	Tuesday, March 20, 2018
Discount price deadline for custom Shepard rentals:	Friday, March 9, 2018
First day for warehouse deliveries without a surcharge:	Tuesday, March 13, 2018
Last day for warehouse deliveries without a surcharge:	Monday, April 2, 2018
Last day for warehouse deliveries:	Friday, April 6, 2018
<i>Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.</i>	
First day freight can arrive at show facility:	Monday, April 9, 2018 at 8:00 AM

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

RFID JOURNAL LIVE! Conference & Exhibition  
c/o Shepard Exposition Services  
1701 Boice Pond Rd STE 101  
Orlando, FL 32837

#### Direct Shipments Address

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
RFID JOURNAL LIVE! Conference & Exhibition  
Orange County Convention Center  
9899 International Drive  
Orlando, FL 32819

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



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# ONLINE ORDERING INSTRUCTIONS

RFID JOURNAL LIVE! Conference & Exhibition


April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418


**\*\*\*ATTENTION EXHIBITORS\*\*\***

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

- 1. GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on [RFID JOURNAL LIVE! Conference & Exhibition](#)
- 3. LOG IN** from the Show Information page.
- 4. ENTER** your email address and password then click 
  - a. NEW users:** User name = Your Email Address (provided by Show Management)  
Password = RFID18
  - b. Previous users:** User name = Your Email Address  
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Welcome to Shepard Online Ordering!

Some helpful tips:

Click on  to review and/or change your account information

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

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

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

**(407) 888-9669**

[orlando@shepardes.com](mailto:orlando@shepardes.com)



**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# PAYMENT AUTHORIZATION

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

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

### WIRE TRANSFER

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

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

**Name of show that you are attending** - **RFID JOURNAL LIVE! Conference & Exhibition**

**Exhibiting company name**

**Booth number**

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

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

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

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

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

### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CITY, ST, ZIP:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### CREDIT CARD INFORMATION

**Type of Card:**



Pay by Check\*

Pay by Wire\*

**Credit Card #:**

**Expiration Date:**

Month Year

**Billing Address:** \_\_\_\_\_

**Security Code:**

**City, ST, Zip:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

**\*\* Are you tax exempt for the state this event occurs in?**  Yes  No

*If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.*

*Please submit tax exemption certificate to:* [orlando@shepardes.com](mailto:orlando@shepardes.com)





# SHEPARD TERMS & CONDITIONS

## RFID JOURNAL LIVE! Conference & Exhibition

### PAYMENT POLICY

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

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

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

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

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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

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

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

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

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

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

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

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

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

### INDEMNIFICATION

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

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

### SHEPARD'S LIMITS OF LIABILITY

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

### INBOUND AND OUTBOUND SHIPMENTS

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

### PACKAGING, CRATES, AND EMPTY CONTAINERS

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



# THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

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

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

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

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

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

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

### SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): \_\_\_\_\_

Material Handling \*Please complete the Material Handling Authorization Form

Notes: \_\_\_\_\_

### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

Billing Address: \_\_\_\_\_

Security Code: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*\* Are you tax exempt for the state this event occurs in?  Yes  No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: [orlando@shepardes.com](mailto:orlando@shepardes.com)





# EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Deadline Date: March 13, 2018**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Non-Official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_



(407) 888-9669

(407) 888-2301

orlando@shepardes.com

EVENT CODE  
F184900418

DISCOUNT DEADLINE  
March 9, 2018

# Signature Series Furniture



### 6 Foot Fabric Table Cover w/ Table



Available Colors:

### Lighting & Accessories



#### Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	128.10	160.15	
50705	Natural Feel Business Stool	155.95	194.95	
50706	Natural Feel Business Table 30"	261.75	327.20	
50707	Natural Feel Business Table 40"	272.90	341.15	

#### Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	139.25	174.05	
50710	Natural Feel Table Lamp	98.35	122.95	
50708	Natural Feel Waste Receptacle	61.30	76.65	

#### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	217.25	
	Red - Fabric Table Cover w/ Table	217.25	
	Blue - Fabric Table Cover w/ Table	217.25	
	Black - Fabric Table Cover w/ Table	217.25	

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Furnishings:	\$
6.500% Tax*:	\$
Amount Due:	\$

Authorized Signature: \_\_\_\_\_

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order. \*All tax rates are subject to change.



(407) 888-9669

(407) 888-2301

orlando@shepardes.com

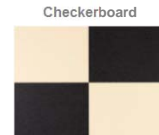
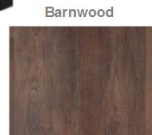
EVENT CODE  
F184800418

DISCOUNT DEADLINE  
March 9, 2018

# Signature Series Flooring

Elevated

Premium Plush Carpet  
50 oz.



## Premium Vinyl Floor Covering

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

length X  width =  sq. ft.

Premium Plush Carpet (46004)				
Sq. Ft.	Item	Per Sq. Ft.	Amount	
(03)	White	8.45		
(06)	Black	8.45		
(74)	Crimson	8.45		
(35)	Dark Grey	8.45		
(91)	Electric Blue	8.45		
(34)	Silver Dollar	8.45		
(33)	Sand	8.45		
(22)	Navy	8.45		

\*Actual colors may vary\*

Premium Vinyl Floor (46005)				
Sq. Ft.	Item	Per Sq. Ft.	Amount	
(83)	Light Maple	10.90		
(84)	Rustic Cherry	10.90		
(80)	Blackwood	10.90		
(85)	Barnwood	10.90		
(82)	Checkerboard	10.90		
(89)	Snow	10.90		

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

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

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

Please complete the following.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Flooring:	\$
6.500% Tax*:	\$
Amount Due:	\$

Authorized Signature: \_\_\_\_\_

## Booth Cleaning

**Carpet is delivered clean, but may become dirty during setup.  
Booth cleaning is suggested at least once prior to show opening.**

**Orders based on 100 Sq Ft Minimum  
All cancellations must be received 48 hours prior to show opening**

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

### Booth Vacuuming



Vacuum Once					
Sq Ft	Item	Discount	Regular	Amount	
47050	0-399 sq ft	0.45	0.55		
47051	400-900 sq ft	0.40	0.50		
47052	900+ sq ft	0.35	0.45		

Vacuum Once with One Touch Up					
Sq Ft	Item	Discount	Regular	Amount	
47045	0-399 sq ft	0.55	0.70		
47046	400-900 sq ft	0.50	0.65		
47047	900+ sq ft	0.45	0.55		

\*Touch Up Service Date: \_\_\_\_\_

Daily Vacuum					
Sq Ft	Item	Discount	Regular	Amount	
47055	0-399 sq ft	1.35	1.70		
47056	400-900 sq ft	1.25	1.55		
47057	900+ sq ft	1.15	1.45		

### Porter Service



Booth Porter Services					
Sq Ft	Item	Discount	Regular	Amount	
47030T	Porter Service Once	0.40	0.50		
47031T	Daily Porter Service	1.25	1.55		

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

### Mopping/Shampooing



Mopping					
Sq Ft	Item	Discount	Regular	Amount	
47042	Once Before Initial Opening per sq ft	0.60	0.75		
47022	Daily per sq. ft.	1.50	1.90		

Shampooing					
Sq Ft	Item	Discount	Regular	Amount	
47003	Once Before Initial Opening per sq ft	0.60	0.75		

### Display Wipe Down



Display Wipe Down *2 hr minimum per day					
Hours	Item	ST	OT	Amount	
47043	Once Before Initial Opening	65.00	97.50		
Hrs per day	Item	ST	OT	Amount	
47044	Daily service	65.00	97.50		

Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_

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

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

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

**Please complete the following.**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Cleaning: \$ \_\_\_\_\_

6.500% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

**Authorized Signature:**



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# BOOTH CARPETING

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

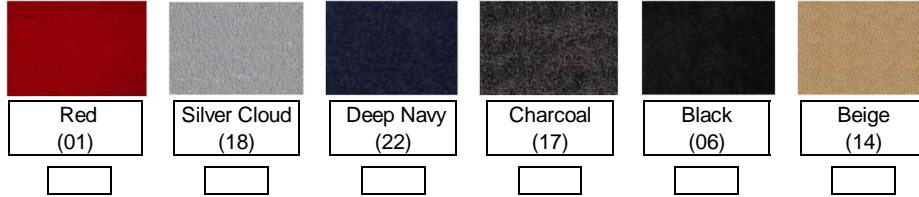
Event Code: F184800418

**Discount Deadline: March 20, 2018**

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

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

Choose Color:



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	4.95	6.20	
46003	Rental 1000+/sq ft	4.20	5.25	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

**PURCHASED PREMIUM CARPET**

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	11.20	14.00	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

## BOOTH DIMENSIONS

What is your booth size (ft.)?

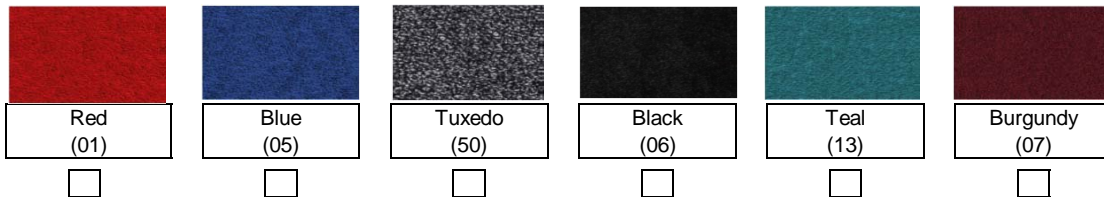
X  =  sq. ft.

## PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.75	0.95	
50008	1" Padding	1.70	2.15	
50010	Visqueen	0.30	0.40	

## EXPO CARPET - 13 OZ.

Choose Color:



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	157.45	196.80	
50256	10' x 20'	299.05	373.80	
50257	10' x 30'	448.55	560.70	
50258	10' x 40'	598.10	747.65	

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

**SPECIAL CUT EXPO CARPET**

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	3.15	3.95	
50581	400 - 900 sq ft	2.90	3.65	
50582	900+ sq ft	2.60	3.25	

Rental includes installation and removal of carpet and visqueen protective covering.

\*Minimum 100 square feet

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting	\$
0.00% Tax*	\$
Amount Due:	\$

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Customer Service Phone: (407) 888-9669  
 Customer Service Fax: (407) 888-2301  
 Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# EXPO FURNISHINGS

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

Discount Deadline: **March 20, 2018**

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

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

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	102.65	128.30	
50046			6'L X 30"H	123.65	154.55	
50050			8'L X 30"H	158.30	197.90	
50043			4'L X 42"H	123.65	154.55	
50047			6'L x 42"H	158.30	197.90	
50051			8'L x 42"H	186.20	232.75	
50052			4th Side 30"	61.85	77.30	
50171			4th Side 42"	61.85	77.30	

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

### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	71.15	88.95	
50044		6'L X 30"H	83.15	103.95	
50048		8'L X 30"H	100.05	125.05	
50041		4'L X 42"H	80.10	100.15	
50045		6'L x 42"H	100.05	125.05	
50049		8'L x 42"H	111.55	139.45	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	43.00	53.75	
50084			6'L X 6"H	54.85	68.55	
50086			8'L X 6"H	69.55	86.95	
50083			4'L X 12"H	87.20	109.00	
50085			6'L x 12"H	108.45	135.55	
50087			8'L x 12"H	120.85	151.05	

### UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	20.70	25.90	
50078		6'L X 6"H	29.05	36.30	
50080		8'L X 6"H	37.65	47.05	
50077		4'L X 12"H	40.20	50.25	
50079		6'L x 12"H	57.30	71.65	
50081		8'L x 12"H	70.15	87.70	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	61.85	77.30	
50021		Arm Chair	84.35	105.45	
50024		Stool w/back	88.80	111.00	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	18.55	23.20	
50094		Floor Easel	36.50	45.65	
50245		Literature Rack	140.55	175.70	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	175.35	219.20	
50092		Coat Rack	62.25	77.80	
50093		Garment Rack	175.35	219.20	



Code	Qty.	Item	Discount	Regular	Amount
50427		Lens Barrier Stanchion	93.35	116.70	
50095		Sign Holder, 22x28	121.40	151.75	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	13.90	17.40	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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

Total Expo Furnishings:	\$
6.500% Tax*:	\$
Amount Due:	\$





# SPECIALTY FURNISHINGS & ACCESSORIES

**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Customer Service Phone: (407) 888-9669  
 Customer Service Fax: (407) 888-2301  
 Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

**RFID JOURNAL LIVE! Conference & Exhibition**

**April 10 - 12, 2018**

**Orange County Convention Center - Orlando, Florida**

Event Code: F184800418

**Discount Deadline: March 20, 2018**

## SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	66.35	82.95	
51090	Director's Stool	118.60	148.25	
51089	Ped. Table, 42"	174.30	217.90	
50032	Ped. Table, 30"	174.30	217.90	
50030	Rnd Side Table	84.35	105.45	
50031	Sq. Side Table	84.35	105.45	

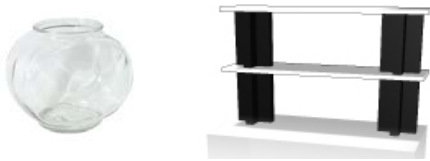
## SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	660.95	826.20	
50068	Full View 6'	729.15	911.45	
50069	Quarter View 4'	660.95	826.20	
50070	Quarter View 6'	729.15	911.45	

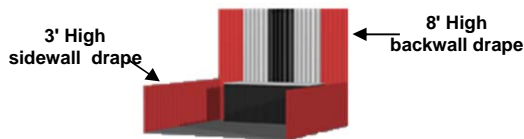
Standard Showcases are a gray finish.

## MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	38.70	48.40	
50088	8' Upright	23.30	29.15	
50349	6'-10' Crossbar	17.90	22.40	
50348	7'-12' Crossbar	17.90	22.40	
50296	4' x 12" Display Riser *	85.85	107.30	
50297	6' x 12" Display Riser *	106.90	133.65	

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



## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	16.05	20.05	
50074	3' High	12.65	15.80	

Choose Color: Minimum 10 linear feet rental required

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

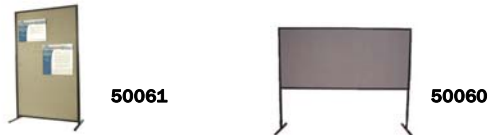
## GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	158.05	197.55	
50237	2'x8' w/o legs, each	118.45	148.05	
50242	7-Ball Waterfall	10.85	13.55	

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

## VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	214.00	267.50	
50061	4' x 8' Vert.	214.00	267.50	

Total Specialty Furnishings/Accessories: \$  
 6.500% Tax\*: \$  
 Amount Due: \$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.


# Power Up In Style.

Denotes Powered Products



ROMA   
**CHRPWR Chair, Powered**  
(white vinyl) 37"L 31"D 33"H



ROMA   
**SFAPWR Sofa, Powered**  
(white vinyl) 78"L 31"D 33"H



## Powered Seating

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





# Powered Seating



**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

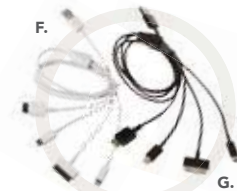


**A) NPLCHP  
Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

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

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

# Powered Tables



**Ventura Powered Tables**

**A) VNTWHT Bar**  
(white top)

72.25"L 26.25"D 42"H

**B) VNTBLK Bar**  
(black top)

72.25"L 26.25"D 42"H

**G30 Powered Tables**  
(white top)

**C) G30DW Café**  
72"L 26"D 30"H

**Sydney Powered  
Cocktail Tables**

**D) C1WP**  
(white, brushed steel)  
48"L 26"D 18"H

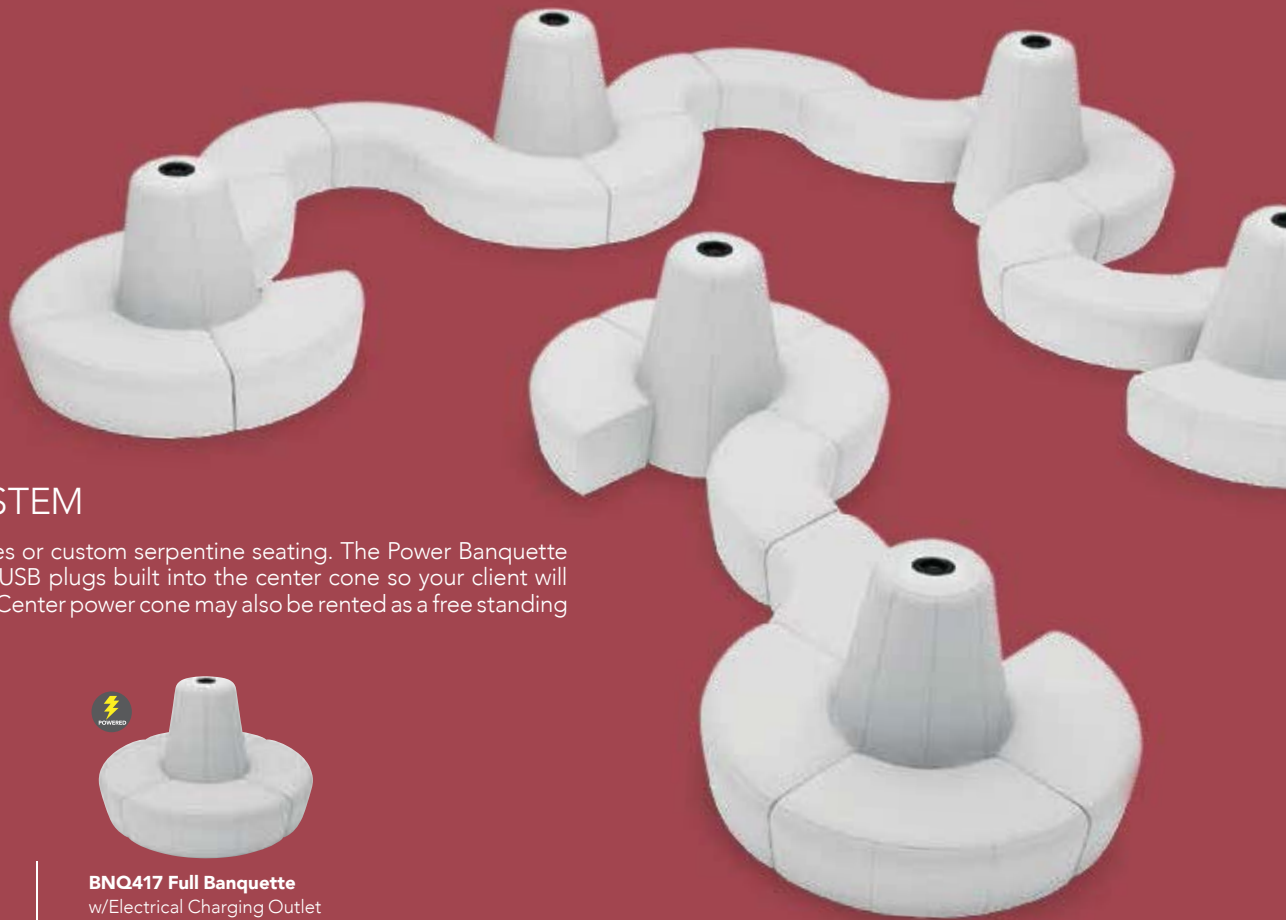
**E) C1YP**  
(black, brushed steel)  
48"L 26"D 18"H

**Charging Adapters**  
**F) ADAPTW** (white)  
**G) ADAPT B** (black)

Charging adapters are available to rent for all powered products.

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQTL7 Center Cone**  
w/Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



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



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72" RND 18"H



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



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H



Detail of Electrical  
Charging Outlet

# Soft Seating

Create Engaging Booth Environments

## HOPI

(gray linen)

### HOPCH, Chair

21"L 25"D 34"H

### HOPLV, Loveseat

48"L 25"D 34"H

## PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

## CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

## REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

## MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



## BAJA

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

**B) BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

A.



B.



## FAIRFAX

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

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

A.



B.



C.



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

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

**C) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Munich Collection

Modular Seating to Design Custom Exhibits



## MUNICH

### MNCHSC Sectional 3pc.

(gray fabric)  
93.5" L 27" D 28.5" H

## SILVERADO

### C1E Cocktail Table

(glass, chrome)  
36" Round 17" H



### MNCHCH Munich Armless Chair

(gray fabric)  
22.5" L 27" D 28.5" H



### MNCHCC Munich Corner Chair

(gray fabric)  
26" L 27" D 28.5" H



### MNCHLV Munich Armless Loveseat

(gray fabric)  
45" L 27" D 28.5" H



# Soft Seating Collections



A.



B.

## ALLEGRO

- A) CHR002 Chair**  
(blue fabric)  
36"L 34.5"D 30"H
- B) SFA002 Sofa**  
(blue fabric)  
73"L 34.5"D 30"H



A.



B.



C.

## TANGIERS

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



A.



B.



C.

## KEY LARGO

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



A.

B.

C.

## SOUTH BEACH

- A) SO1 Sofa**  
(platinum suede)  
69"L 29"D 33"H
- B) OTS Ottoman**  
(platinum suede)  
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc.**  
(platinum suede)  
152"L 40"D 33"H

# Accent Chairs

## KEY WEST

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



## MADDEN

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



## SWANSON

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



## Accent Chairs



A.



B.



C.

**A) BCW  
Madrid Chair**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH  
Madrid Chair**  
(black vinyl)  
30"L 30"D 31"H

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

**D) LABREA  
La Brea Swivel Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H

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

**F) HOPCH, Chair**  
(gray linen)  
21"L 25"D 34"H



D.



E.



F.

## Meeting & Stage Chairs



A.



B.



C.

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



## ZENITH

**A) ZENCHR Chair**  
(white, chrome)  
18.25"L 22"D 32"H

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



## LAGUNA

**C) LMCHR Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 30WHHC  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



**MALBA  
MALGRY Chair**  
(gray)  
20"L 20"D 32"H



**MALBA  
MALGRN Chair**  
(green)  
20"L 20"D 32"H



# Group Seating

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.

## Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

## C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

## D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

## E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

## F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

## G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

## H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

# Mix & Match

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

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

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





# Ottomans

## VIBE CUBE

18" L 18" D 18" H

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

# Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

## Beverly Bench

60"L 20"D 18"H

**A) BVLYWH** (white vinyl)

**B) BVLYBK** (black vinyl)

**C) BVLYGR** (gray fabric)

**D) BVLYRD** (red fabric)

**E) BVLYOB** (ocean blue fabric)

**F) BVLYLN** (linen fabric)

**G) BVLYBN** (brown fabric)

## H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

## ENDLESS Square

34"L 34"D 15"H

**I) END02B** (black)

**J) END02W** (white)

## ENDLESS Curved

60.5"L 37.5"D 15"H

**K) END01B** (black)

**L) END01W** (white)

## M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

## N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

## O) SAL Sally Stool

(white)

12" Round 17"H

## P) CUBL20 Edge LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

## Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

# Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

## Marche Swivel Ottomans

17"RND 18"H

**A) MAR001** (white vinyl)

**B) MAR005** (red fabric)

**C) MAR009**

(pear yellow fabric)

**D) MAR007** (plum fabric)

**E) MAR010** (blue fabric)

**F) MAR002** (gray fabric)

**G) MAR006**

(rose quartz fabric)

**H) MAR003** (linen fabric)

**I) MAR004**

(raspberry fabric)

**J) MAR008**

(meadow green fabric)



# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)



C.



D.



## GEO

### End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

# Styles & Shapes

Available in Power 



## SYDNEY

(brushed steel)

### Cocktail Tables

48"L 26"D 18"H

**A) C1W** (white)

**C1WP** (Powered)

**B) C1Y** (black)

**C1YP** (Powered)

### End Tables

27"L 23"D 22"H

**C) E1W** (white)

**D) E1Y** (black)

## REGIS

(brushed metal)

### E) REGBEN Bench Table

47"L 15.5"D 16"H

### F) REGOTT End Table

16"L 15.5"D 16.5"H

## SILVERADO

(glass, chrome)

### G) E1E End Table

24" Round 22"H

### H) C1E Cocktail Table

36" Round 17"H

## OLIVER

(walnut finish)

### I) EOLI End Table

22" Round 22"H

### J) COLI Cocktail Table

47"L 27"D 19"H

## RUSTIC

(wood)

### K) ETBL E-Table

21"L 15.5"D 27.5"H

### L) TMBTBL Timber Table

16" Round 17"H

### M) AURA

#### Aura Round Table

(white metal)

15" Round 22"H

### N) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# EXECUTIVE FURNITURE

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

Discount Deadline: **March 20, 2018**

## SEATING

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	869.00	1086.25	
	KEYSOF-Key Largo Sofa	537.50	671.90	
	FAIRSW-Fairfax Sofa	543.60	679.50	
	SFA002- Allegro Sofa	595.90	744.90	
	NPLSOF-Naples Sofa, Black Vinyl	952.40	1190.50	
	NPLSOF-Naples Sofa, powered	1158.30	1447.90	
	SO2-3pc. South Beach, P. Suede	1753.15	2191.45	
	TANSOF-Tangiers Sofa, Beige	755.55	944.45	
	MNCHSC-Munich 3pcm Gray	1954.00	2442.50	
	SFAPWR-Roma Sofa, powered	1158.30	1447.90	
<b>Chairs</b>				
	BCHWHT-Baja Chair, White Vinyl	572.00	715.00	
	MNCHC-Munich Armless, Gray	490.00	612.50	
	MNCHC-Munich Corner, Gray	594.00	742.50	
	NPLCHR-Naples Chair, Black Vinyl	664.70	830.90	
	NPLCHR-Naples Chair, powered	719.20	899.00	
	TANCHR-Tangiers Chair, Beige	490.20	612.75	
	CHR002-Allegro Chair	388.90	486.15	
	CHRPWR-Roma Chair, powered	719.20	899.00	
	KEYCHR-Key Largo Chair	355.80	444.75	
	FAIRCW-Fairfax Chair	392.15	490.20	
	BCW-Madrid Chair, White	1046.80	1308.50	

Qty.	Item	Discount	Regular	Amount
<b>Chairs</b>				
	OCMWHT-Meeting Chair, White	286.10	357.65	
	OCH-Madrid Black Leather	967.85	1209.80	
	HOPCH-Hopi Chair, Grey Linen	214.15	267.70	
	LABREA-La Brea Swivel Chair	467.90	584.90	
	OCB-Key West Tub, Black	556.95	696.20	
	MADGRY-Madden Arm Chair, Grey	483.00	603.75	
	SWAN-Swanson Swivel, White Vinyl	407.30	509.15	
	OCMESP-Meeting Chair, Espresso	316.45	395.55	
	OCMTAU-Meeting Chair, Taupe	310.40	388.00	
<b>Loveseats</b>				
	HOPLV-Hopi Loveseat, Grey Linen	333.10	416.40	
	NPLLOV-Naples, Black Vinyl	801.00	1001.25	
	NPLLOP-Naples Loveseat, powered	997.80	1247.25	
	KEYLOV-Key Largo Loveseat	416.40	520.50	
	MNCHLV-Munich Loveseat, Gray	870.00	1087.50	
	TANLOV-Tangiers Loveseat, Beige	728.00	910.00	
	BLVWHT-Baja Loveseat, White Vinyl	838.00	1047.50	
<b>Modular System</b>				
	BNQTL7-Center Cone	647.50	809.40	
	BNQ417-Full Banquette	2051.30	2564.15	
	BNQR17-Otoman Ring, White Vinyl	1577.15	1971.45	
	BNQ7-Quarter Curve, White Vinyl	440.15	550.20	
	WHT12-Half Bench, White Vinyl	336.50	420.65	

Qty.	Item	Discount	Regular	Amount
<b>Ottomans</b>				
	END02B-Square, Black Leather	407.30	509.15	
	END02W-Square, White Leather	407.30	509.15	
	END01V-Curved, White Leather	513.05	641.30	
	END01B-Curved, Black Leather	513.05	641.30	
	VIB02-Vibe Cube, Blue	119.15	148.95	
	VIB04-Vibe Cube, Red	119.15	148.95	
	VIB05-Vibe Cube, Yellow	119.15	148.95	
	VIB07-Vibe Cube, Champagne	119.15	148.95	
	VIB03-Vibe Cube, Pink	119.15	148.95	
	VIB06-Vibe Cube, Gold/Bronze	119.15	148.95	
	VIB08-Vibe Cube, Orange	119.15	148.95	
	VIB01-Vibe Cube, Green	119.15	148.95	
	VIB10-Vibe Cube, Black Wtrproof	119.15	148.95	
	VIB09-Vibe Cube, White Wtrproof	119.15	148.95	
	VIB13-Vibe Cube-Purple Vinyl	119.15	148.95	
	VIB12-Vibe Cube-Silver Vinyl	119.15	148.95	
	VIB11-Vibe Cube-Steel Blue Vinyl	119.15	148.95	
	BVLYBK-Bench, Black Vinyl	424.00	530.00	
	BVLYBN-Bench-Brown Fabric	424.00	530.00	
	BVLYGR-Gray Fabric	424.00	530.00	

Qty.	Item	Discount	Regular	Amount
	CLBL20-Edge Lighted Cube	224.10	280.15	
	SAL Sally Stool	105.45	131.80	
	WHT12-Half Bench, White Vinyl	336.50	420.65	
	MAR010-Marche Swivel, Blue	166.55	208.20	
	MAR002-Marche Swivel, Grey	166.55	208.20	
	MAR003-Marche Swivel, Linen	166.55	208.20	
	MAR008-Marche Swivel, Mdw Grn	166.55	208.20	
	MAR009, Marche Swivel, Pear	166.55	208.20	
	MAR007-Marche Swivel, Plum	166.55	208.20	
	MAR004-Marche Swivel, Raspberry	166.55	208.20	
	MAR005-Marche Swivel, Red	166.55	208.20	
	MAR006-Marche Swivel, Rose Qtz	166.55	208.20	
	MAR001-Marche Swivel, White	166.55	208.20	
	BNQR17-Otoman Ring, White Vinyl	1577.15	1971.45	
	BNQ7-Quarter Curve, White Vinyl	440.15	550.20	
	OTS-South Beach Wedge	310.50	388.15	
	BVLYLN-Linen Fabric	424.00	530.00	
	BVLYOB-Ocean Blue Fabric	424.00	530.00	
	BVLYRD-Red Fabric	424.00	530.00	
	BVLYWH-White Fabric	424.00	530.00	

## COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	367.35	459.20	
	ALC100-Alondra, Glass/Chrome	299.10	373.90	
	ALC200-Alondra, Wood/Chrome	299.10	373.90	
	C1FWB-Geo., Wood/Black	261.70	327.15	
	C1C-Geo Rect., Glass/Chrm	345.60	432.00	
	COLL - Oliver Cocktail Table	219.55	274.45	
	C1W-Sydney, White	354.60	443.25	
	C1Y-Sydney, Black	354.60	443.25	
	C1YP-Sydney Black, powered	407.30	509.15	
	C1WP-Sydney White, powered	407.30	509.15	
	REGBEN-Regis Bench Table	325.55	406.95	

Qty.	Item	Discount	Regular	Amount
<b>Occasional End Tables</b>				
	E1E-Silverado	345.60	432.00	
	ALE100-Alondra, Glass/Chrome	215.85	269.80	
	ALE200-Alondra, Wood/Chrome	215.85	269.80	
	E1FWB-Geo, Wood/Black	227.75	284.70	
	E1C-Geo, Glass/Chrm	323.95	404.95	
	EOL1-Oliver End Table	206.15	257.70	
	E1W-Sydney, White	328.65	410.80	
	E1Y-Sydney, Black	328.65	410.80	
	CLBL20-Edge LED Cube	225.60	282.00	
	AURA End Table	165.05	206.30	
	ETBL-E Table, Wood	202.90	253.65	
	TMBTL Timber Table, Wood	195.35	244.20	
	REGOTT-Regis End Table	240.75	300.95	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 6.500% Tax: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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

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

# Conference Tables



**PWRUSB**

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

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



**42" Round Conference Table**

42"RND 29"H

**A) CONF42** (white laminate)

**B) CB1** (graphite nebula)

**C) CB8** (Madison/gray acajou)



**MADISON**

(Madison/gray acajou)

**D) MADC05 5' Table**

60"L 48"D 29"H

**E) MADC08 8' Table**

96"L 60"D 29"H

**F) MADC10 10' Table**

120"L 48"D 29"H





# Styles & Shapes

A.



I.



## Atomic Round Tables

(glass, chrome)  
**A) 42ATO** 42"RND 30"H  
 (not shown)  
**36ATO** 36"RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H  
**C) CE1** (glass, chrome)  
**D) CF1** (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H  
**E) CF2** (glass, black)  
**D) CE2** (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)  
 46"L 29"D 30"H

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

## Conference Tables

(graphite nebula)

**I) CB3 8'**  
 96"L 48"D 29"H

**J) CB2 6'**  
 72"L 42"D 29"H

## Conference Tables

(granite)

**K) C508GR 8'**  
 96"L 44"D 29"H

**L) CT10GR 10'**  
 120"L 46"D 29"H

**M) CT06GR 6'**  
 72"L 36"D 29"H

C.



D.



J.



K. | L.



M.



E.



F.



G.



H.



# Mix & Match

**N) PROEXB Pro Executive High Back Chair** (black vinyl) 25"L 24"D 48"H Adjustable.  
**O) PROMID Pro Executive Mid Back Chair** (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating



## Pro Executive High Back Chair

25"L 24"D 48"H Adjustable.  
A) PROEXE (white classic vinyl)  
B) PROEXB (black vinyl)



**PROMDB Pro Executive Mid Back Chair**  
(black vinyl)  
24"L 22"D 40"H Adjustable



**PROMID Pro Executive Mid White Chair**  
(white vinyl)  
24"L 22"D 40"H Adjustable



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



**SY1 Altura Steno Chair**  
(black crepe)  
25"L 26"D 21"H

# Café Tables



**A) 30MAHC Madison Hydraulic Café Table**

(chrome base, gray acajou top)  
30" RND 29"H

**B) MALGRN Malba Chair**

(green)  
20"L 20"D 32"H



**30" Round Café Tables**

**Standard Black Base**

30" Round 29"H

**A) ZTH** (liquid steel blue top)

**B) ZTB** (red top)

**Hydraulic Chrome Base**

30" Round 29"H

**C) 30WHHC** (white laminate top)

**D) 30STHC** (silver textured)

**E) CS4 Syntax Chair**

(black, chrome)

23"L 19"D 32.25"H

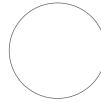


# Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



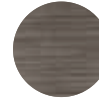
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

## Café Tables

Standard Black Base

30" Round 29"H

**A) ZTG** (silver textured)

**B) ZTJ** (graphite nebula)

**C) ZTK** (maple)

**D) 30WH29** (white laminate)

**E) ZTA** (Madison/  
gray acajou)

36" Round 29"H

**F) ZTO** (white laminate)

**G) ZTN** (graphite nebula)

**H) ZTP** (maple)

## Café Tables

Hydraulic Chrome Base

30" Round 29"H

**I) 30SBHC** (liquid steel blue)

**J) 30GRHC** (graphite nebula)

**K) 30MTHC** (maple)

**L) 30BRHC** (red)

36" Round 29"H

**M) 36WTHC** (white laminate)

**N) 36GRHC** (graphite nebula)

**O) 36MTHC** (maple)

# Mix & Match


**Create the ultimate look.** Choose from a wide variety of colorful Group Seating for the perfect style.

**A) ZENCHR Zenith Chair** (white, chrome) 18.25"L 22"D 32"H

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



# Communal and Powered Tables

Denotes AC and USB charging outlets 



Charging adapters are available to rent for all Powered Table Products.

**Ventura Powered Bar Tables** 

(silver frame)  
72.25"L 26.25"D 42"H

**A) VNTBLK** (black top)  
**VNTWHT** (white top)

**Ventura Communal Bar Tables**

(silver frame)  
72.25"L 26.25"D 42"H

Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)

White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)

Black Top  
**VNTBNP** (solid)

**G30 Powered Café Tables** 

72"L 26"D 30"H.

**A) G30DWP**  
(silver frame, white top)

**G30 Communal Café Tables**

(silver frame)  
72"L 26"D 30"

Maple Top  
**B) G30DMS** (solid)  
**C) G30DMW** (grommets)

White Top  
**D) G30DWS** (solid)  
**E) G30DWW** (grommets)

## Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



### Table Top Options

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



## G30 CAFÉ TABLES





**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# EXECUTIVE FURNITURE

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	541.10	676.40	
	CE1-Geo Table, Sq. Chrome	387.15	483.95	
	CF1-Geo Table, Sq. Black	367.35	459.20	
	CE2-Geo Table, Chrome	561.00	701.25	
	CB2-6' Graphite Table	604.40	755.50	
	CB3-8' Graphite Table	732.80	916.00	
	CB1-42" Round, Graphite Nebula	495.70	619.65	
	C508GR-8', Granite	684.55	855.70	
	CT10GR-10', Granite	1027.65	1284.55	
	CT06GR-6', Granite	580.00	725.00	
	PWRUSB-Powered Table Module	86.30	107.90	
	CB8-42" Round Madison, Grey	154.65	193.30	
	MADC10-10' Madison, Grey	858.25	1072.80	
	MADC05-5' Madison, Grey	429.95	537.45	
	MADC08-8' Madison, Grey	858.25	1072.80	
	CONF42-42" Round, White laminate	472.20	590.25	
	36ATO-Atomic 36" Round Glass	334.00	417.50	
	42ATO-Atomic 42" Round Glass	334.00	417.50	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	74.20	92.75	
	RSTDIN-Rustique w/ arms, Gunmetal	165.05	206.30	
	CS8-Berline Chair, Black	145.75	182.20	
	CS9-Berlin Chair, Red	145.75	182.20	
	XCHR-Christopher Chr, White Vinyl	119.65	149.55	
	CH002-Wendy Chair, Acrylic	134.80	168.50	
	SC10 Razor Chair	89.35	111.70	
	SC3-Brewer Chair, Onyx	231.15	288.95	
	SY1-Altura Task Chair	262.70	328.40	
	XC6-Altura Guest Chair	432.55	540.70	
	LMCHR-Laguna Chair, Maple/Chrome	132.55	165.70	
	MALGRY-Malba Chair, Grey	101.95	127.45	
	MALGRN-Malba Chair, Green	101.95	127.45	
	CS4-Syntax Chair, Black/Chrome	185.25	231.55	
	ZENCHR-Zenith Chair-White/Chrome	149.55	186.95	
<b>Executive Seating</b>				
	PROGB-Guest Executive Chair	295.25	369.05	
	PROEXE-Pro Executive Chair	422.45	528.05	
	PROEXB-Executive Chair High Back	422.45	528.05	
	PROMDB-Exec Mid-Back, Black	217.55	271.95	
	PROMID-Executive Chair Mid Back	268.00	335.00	

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	272.35	340.45	
	ZTP-36" Maple Top/Black Base	302.90	378.65	
	ZTJ-30" Graphite Top/Black Base	272.35	340.45	
	ZTN-36" Graphite Top/Black Base	302.90	378.65	
	ZTG-30" Silver Textured Top	255.90	319.90	
	ZTA-30" Grey Top/Black Base	207.35	259.20	
	ZTQ-36" White Laminate Top	278.60	348.25	
	ZTB-30" Red Top/Black Base	259.35	324.20	
	ZTH-30" Steel Blue Top/Black Base	207.35	259.20	
	30WH29-30" White Top/Black Base	250.00	312.50	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	340.65	425.80	
	30GRHC-Graphite Nebula, Chrome	340.65	425.80	
	30STHC-Silver Textured, Chrome	340.65	425.80	
	30BRHC-Brushed Red Top, Chrome	340.65	425.80	
	30SBHC-Steel Blue Top, Chrome	340.65	425.80	
	30WHHC-White Top, Chrome	342.00	427.50	
	30MAHC-Grey Top, Chrome	268.50	335.65	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	370.95	463.70	
	36GRHC-Graphite Nebula, Chrome	370.95	463.70	
	36WTHC-White Top, Chrome	370.95	463.70	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	604.15	755.20	
	G30DMW-Café w/ Grmt, Maple	604.15	755.20	
	G30DWS-Café, White Top	604.15	755.20	
	G30DWW-Café w/ Grmt, White	604.15	755.20	
	G30DWP-Café Table, powered	695.00	868.75	

<b>Bar Tables</b>				
	VNTBNP-Ventura, Black/Silver	698.00	872.50	
	VNTMNP-Venture, Maple/Silver	698.00	872.50	
	VNTWNP-Ventura, White/Silver	698.00	872.50	
	VNTBMW-Maple/Silver w/ Grmt	698.00	872.50	
	VNTBWW-White/Silver w/ Grmt	698.00	872.50	
	VNTBLK-Powered, Black/Silver	824.00	1030.00	
	VNTWHT-Powered, White/Silver	824.00	1030.00	

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

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



# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
(white laminate top, chrome hydraulic base)  
30"RND 45"H  
**B) APS12**  
**Apex Barstools**  
(blue ultra suede)  
21"L 21"D 33"H

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

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



**E) RSTSQT**  
**Rustique Square Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

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



# Customize And Create

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



## Bar Tables

Standard Black Base  
30" Round 42"H  
**A) VTJ** (graphite nebula)  
**B) VTK** (maple)  
**C) VTG** (silver textured)  
**D) VTB** (red)  
**E) 30WH42** (white laminate)  
**F) VTH** (liquid steel blue)  
**G) VTA** (Madison/gray acajou)

36" Round 42"H  
**H) VTW** (white laminate)  
**I) VTN** (graphite nebula)  
**J) VTP** (maple)

## Bar Tables

Hydraulic Chrome Base  
30" Round 45"H  
**K) 30GRHB** (graphite nebula)  
**L) 30MTHB** (maple)  
**M) 30STHB** (silver textured)  
**N) 30BRHB** (red)

36" Round 45"H  
**O) 36WTHB** (white laminate)  
**P) 36GRHB** (graphite nebula)  
**Q) 36MTHB** (maple)



# Style & Design

**Create the right look.** Choose from a wide variety of Bar Table heights and colors for the perfect look.

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





# Barstools



A.

C.

B.

D.

## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

- 21"L 21"D 33"H  
**A) APS08** (black vinyl)  
**B) APS59** (red vinyl)  
**C) APS75** (white vinyl)  
**D) APS12** (blue ultra suede)

## Zoey Barstools

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

## Banana Barstools

- 21"L 22"D 41.75  
**G) BSS** (black, chrome)  
**H) BST** (white, chrome)

## Oslo Barstools

- 17"L 20"D 45"H  
**I) BSD** (blue)  
**J) BSC** (white)

## K) XBAR Christopher Barstool

- (white vinyl, chrome)  
 19"L 15"D 41"H

## L) BS001 Shark Barstool

- (white, chrome)  
 22"L 19"D 34-44"H

## M) BSR Syntax Barstool

- (black, chrome)  
 23"L 19"D 43.25"H

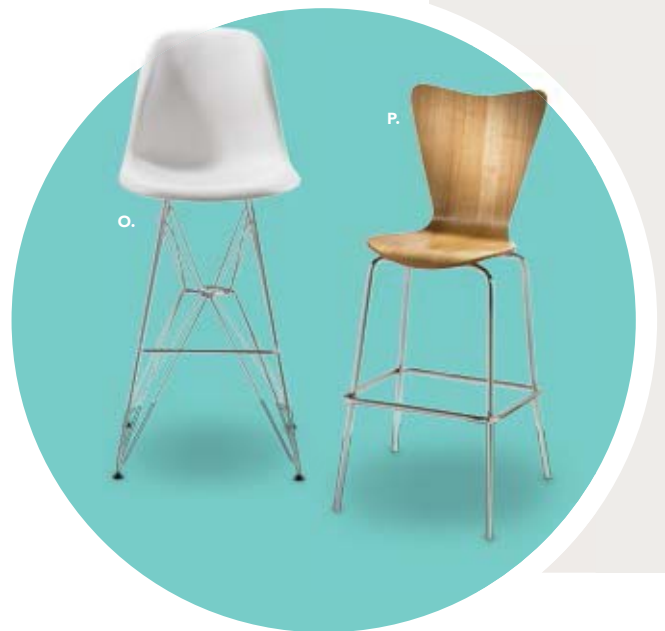
## N) RSTSTL Rustique Barstool

- (gunmetal)  
 13"L 13"D 30"H

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of select Bar Seating for the perfect style.

- O) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H  
**P) LMBAR Laguna Barstool** (maple, chrome) 18"L 20"D 47"H



# Office Essentials

## MADISON

**A) JD8 Madison Executive Desk**

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

**B) CR8 Madison Credenza**

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

**C) PROMDB Pro Executive Mid Back Chair**

(black vinyl)

24"L 22"D 40"H Adjustable


**D) PROEXE Pro Executive High Back Chair**

(white classic vinyl)

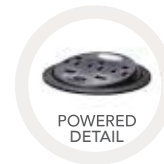
25"L 24"D 48"H Adjustable



## TECH COLLECTION

 Denotes AC and USB charging outlets

A. 



**A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet**

(black metal, laminate)  
60"L 30"D 30"H

**B) TECH Tech Desk, Powered**

(black metal, laminate)  
60"L 30"D 30"H

**C) TECH3 3 Drawer File Cabinet on Castors**

(black metal, laminate)  
16"L 20"D 28"H

B. 



C.



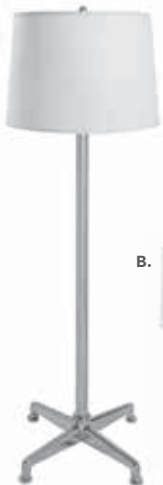
D.

**Charging Adapters**  
**D) ADAPT B** (black)

Charging adapters are available to rent for all powered products.

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

**MASON LAMPS**  
(brushed silver)

**A) LA15 Floor Lamp**

18" Round 55"H

**B) LA14 Table Lamp**

16" Round 26"H

## SHELVING


**C) PSHCCS**

**Posh Shelving**  
(Chrome, Acrylic)  
36"L 18"D 72"H

**D) BC8**

**Madison Bookcase**  
(gray acajou)  
36"L 12"D 72"H

# Powered Pedestals

 Denotes AC and USB charging outlets

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



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



## Powered Locking Pedestal


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

## Charging Adapters

- E) ADAPTW** (white)
- F) ADAPTB** (black)

Charging adapters are available to rent for all powered products.

# Powered Tech Desk

 Denotes AC and USB charging outlets

## A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

## B) TECH Tech Desk, Powered

(black metal, laminate)  
60"L 30"D 30"H

## C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

## Charging Adapter

**D) ADAPTB** (black)  
Charging adapters are available to rent for all powered products.





# Show Essentials

## REFRIGERATORS



**C) R1R Large**  
(White, 14.0 cubic feet)  
28"L 28"D 64"H

**D) R1Q Small**  
(White, 4.0 cubic feet)  
20"L 22"D 33"H



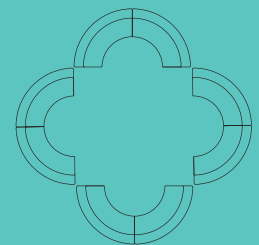
## MARTINI BAR

**A) BRC Martini Bar Circle**  
Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

**B) BR1 Martini Bar**  
(gray metal, frosted glass top)  
67"L 22"D 45"H



## Suggested Uses of Martini Bar



## LIGHTED PRODUCTS

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



A.



B.


### A) CUBL20 Edge LED Cube Ottoman

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

### B) CUBTBL Edge LED Cube Table

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

## MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



Mobile Tablet Stands  
Include 3 AC and 2 USB  
Charging Outlets



### TABLET STANDS

A) **TBSTND** (black)  
14"L 13"D 44.5"H

B) **TBSTDW** (white)  
14"L 13"D 44.5"H

### ACCESSORIES

C) **TBBCHR**  
**Brochure Holder**  
(black)  
8.625"L 1.1"D 11.325"H

D) **TBSHLF**  
**Charging Shelf**  
(black)  
14.85"L 7.17"D 1"H

E) **TBPNTR**  
**Wireless Printer Holder**  
(black)  
3.3"L 1.9"D 5.28"H





Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# EXECUTIVE FURNITURE

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

## BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	314.50	393.15	
	VTP-36" Maple Top/Black Base	310.50	388.15	
	VTJ-30" Graphite Top/Black Base	314.50	393.15	
	VTN-36" Graphite Top/Black Base	325.95	407.45	
	VTG-30" Silver Textured Top	280.10	350.15	
	VTA-30" Grey Top/Black Base	220.95	276.20	
	VTW-36" White Laminate Top	301.35	376.70	
	VTB-30" Red Top/Black Base	299.60	374.50	
	VTH-30" Steel Blue/Black Base	227.75	284.70	
	30WH42-30"White Top/Black Base	274.00	342.50	
	RSTSQT-Metal Rustique Square	288.00	360.00	
<b>Barstools</b>				
	BST-Banana, White/Chrome	322.25	402.80	
	BSS-Banana, Black/Chrome	322.20	402.75	
	BS001-Shark, Swivel White	274.05	342.55	
	BS002-Zoey, Swivel White	249.70	312.15	
	BS003-Zoey, Swivel Black	342.60	428.25	
	RSTSTL-Rustique Barstool, Gunmetal	149.90	187.40	
	APS08-Apex Black Vinyl	254.35	317.95	
	APS59-Apex Red Vinyl	254.35	317.95	
	APS75-Apex White Vinyl	254.35	317.95	
	APS12-Apex Blue Ultra Suede	254.35	317.95	
	XBAR-Christopher White Vinyl	204.40	255.50	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	340.65	425.80	
	30MTHB-Maple Top, Chrome	340.65	425.80	
	30STHB-Silver Texture, Chrome	340.65	425.80	
	30BRHB-Brushed Red, Chrome	340.65	425.80	
	30SBHB-Steel Blue Top, Chrome	340.65	425.80	
	30WHHB-White Top, Chrome	342.00	427.50	
	30MAHB-Grey Top, Chrome	268.50	335.65	
<b>Bars</b>				
	BRC-Circle Martini Bar	5259.60	6574.50	
	BR1-Martini Bar	1827.30	2284.15	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	370.95	463.70	
	36MTHB, Maple Top, Chrome	370.95	463.70	
	36WTHB-White Top, Chrome	370.95	463.70	
<b>Barstools</b>				
	BSD-Oslo, Blue	335.55	419.45	
	BSC-Oslo, White	335.55	419.45	
	BSR-Syntax, Black/Chrome	202.25	252.80	
	ZENBAR-Zenith, White/Chrome	149.55	186.95	
	ROLLBL-Lift Barstool, Black Vinyl	240.75	300.95	
	ROLLGY-Lift Barstool, Grey Vinyl	240.75	300.95	
	ROLLRD-Lift Barstool, Red Vinyl	264.80	331.00	
	ROLLWH-Lift Barstool, White Vinyl	240.75	300.95	
	LMBAR-Laguna, Maple/Chrome	166.55	208.20	

## MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Files, Bookcases</b>				
	CR8-Madison Credenza, Grey	458.85	573.55	
	JD8-Madison Executive Desk, Grey	542.15	677.70	
	BC8-Madison Bookcase, Grey	392.60	490.75	
	TECH3B-Tech Desk w/drawers, Pwr	634.45	793.05	
	TECH-Tech Desk, Powered	513.30	641.65	
	TECH3-3-drawer File Cbnt w/Castors	169.60	212.00	
<b>Product Display- Pedestals &amp; Shelving</b>				
	PDL36B-Ped, Locking, Powered	606.30	757.90	
	PDL42B-Ped, Locking, Powered	679.85	849.80	
	PDL36W-Ped, Locking, Powered	573.85	717.30	
	PDL42W-Ped, Locking, Powered	679.85	849.80	
	PSHCCS-Posh Shelving	542.00	677.50	
<b>Charging Items</b>				
	ADAPTB-Charging Adapter, black	27.25	34.05	
	ADAPTW-Charging Adapter, white	27.25	34.05	
<b>Lighted Products</b>				
	CUBL20-Edge Lighted Cube	224.10	280.15	
	CUBTBL-Edge LED Cube	225.60	282.00	

Qty.	Item	Discount	Regular	Amount
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	249.85	312.30	
	LA14-Mason Silver Table Lamp	163.50	204.40	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	1048.20	1310.25	
	R1Q-White 4 Cubic Feet	366.25	457.80	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	392.15	490.20	
	WD3-Work Table	377.05	471.30	
<b>Mobile Tablet Stands</b>				
	TBSTDW-Mobile Tablet Stand, White	159.00	198.75	
	TBSTND-Mobile Tablet Stand, Black	159.00	198.75	
<b>Mobile Tablet Accessories*</b>				
	TBCHR-Tablet, brochure holder	74.20	92.75	
	TBSHLF-Tablet, charging shelf	74.20	92.75	
	TBPNT-Tablet, print stand	74.20	92.75	

\* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Subtotal \$

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

6.500% Tax: \$

Authorized Signature: \_\_\_\_\_

Amount Due: \$

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

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

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



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Exhibit Solutions Sales Phone: (407) 888-9669  
 Exhibit Solutions Sales Fax: (407) 888-2301  
 Exhibit Solutions Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# FABEX BOOTH RENTALS

RFID JOURNAL LIVE! Conference & Exhibition

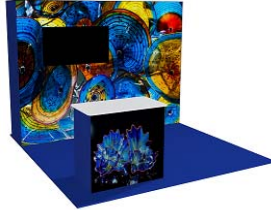
April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 9, 2018**

## 10' x 10' FABRIC BOOTH RENTALS



Code	Qty.	Description	Discount	Regular
66557		FX21 10' x 10'	1909.60	2387.00
66558		FX2M1 10' w/Monitor	3454.60	4318.25

Carpet not included

Side panel colors are either white or black  
 Backwall graphic size 3042mm x 2432mm  
 Counter graphic size 1070mm x 1020mm

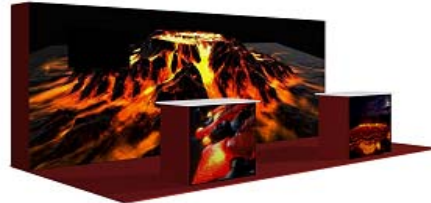


Code	Qty.	Description	Discount	Regular
66561		FX2H1 10' x 10'	2336.65	2920.80
66562		FX2M1H 10' w/Monitor	3881.65	4852.05

Carpet not included

Side panel colors are either white or black  
 Backwall graphic size 3042mm x 2432mm  
 Counter graphic size 1070mm x 1020mm  
 Header graphic size 2440mm x 380mm

## 10' x 20' Fabric Booth RENTALS



Side panel colors are white or black  
 Backwall graphic size 6012mm x 2432mm  
 Counter graphic size 1070mm x 1020mm  
 Header graphic size 2440mm x 380mm

Code	Qty.	Description	Discount	Regular
66559		FX22 10' x 20'	3310.00	4137.50
66560		FX2M2 10' x 20' w/Monitor	4855.00	6068.75
66567		FX2H2 20' x 20'	3691.95	4614.95
66563		FX2M2H 20' w/Monitor	5236.95	6546.20

Carpet not included.

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*:	\$ _____
<b>Authorized Signature:</b> _____		Amount Due:	\$ _____

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

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



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Exhibit Solutions Sales Phone: (407) 888-9669

Exhibit Solutions Sales Fax: (407) 888-2301

Exhibit Solutions Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# FABEX BACKLIT BOOTHS

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

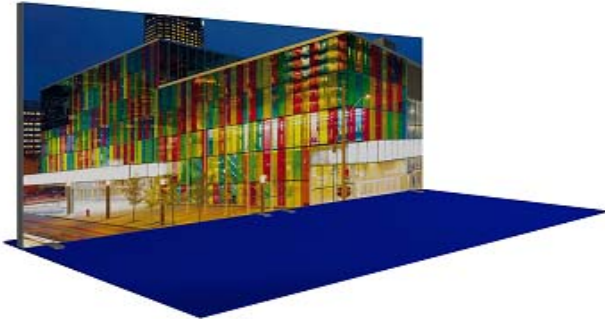
**Discount Deadline: March 9, 2018**

## FABEX Fabric Backlit Booth RENTALS



Code	Qty.	Description	Discount	Regular
66564		FX11 10' x 10' Backlit	1925.55	2406.95

Freestanding 8'h x 10' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 3042mm x 2436mm  
 Electricity not included



Code	Qty.	Description	Discount	Regular
66565		FX12 10' x 20' Backlit	2975.80	3719.75

Freestanding 8'h x 20' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 6088mm x 2436mm  
 Electricity not included



Code	Qty.	Description	Discount	Regular
66566		FX13 10' x 30' Backlit	4026.10	5032.65

Freestanding 8' h x 30' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 8992mm x 2436mm  
 Electricity not included

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*	\$	_____
<b>Authorized Signature:</b> _____		Amount Due:	\$	_____

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

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



**Shepard Exposition Services**  
 1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Exhibit Solutions Sales Phone: (407) 888-9669  
 Exhibit Solutions Sales Fax: (407) 888-2301  
 Exhibit Solutions Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# INLINE BOOTH RENTALS

**RFID JOURNAL LIVE! Conference & Exhibition**

**April 10 - 12, 2018**

**Orange County Convention Center - Orlando, Florida**

Event Code: F184800418

**Discount Deadline: March 9, 2018**

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

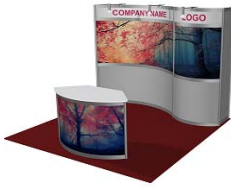
**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management
- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

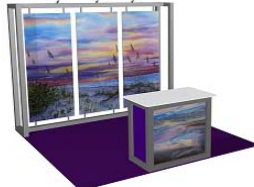
**10' x 20' Options are available for each 10' x 10' pictured below**

**Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>**

**The Eddie**



**The Jonathon**



**The Pierce**



**The Madison**



Code	Qty.	Description	Discount	Regular
66470		The Eddie- 10' x 10'	3214.00	4017.50
66471		The Eddie- 10' x 20'	5233.85	6542.30
66474		The Jonathon - 10' x 10'	2242.20	2802.75
66475		The Jonathon - 10' x 20'	3924.75	4905.95
66477		The Pierce - 10' x 10'	2781.25	3476.55
66478		The Pierce - 10' x 20'	5280.75	6600.95
66484		The Madison - 10' x 10'	3372.70	4215.90
66485		The Madison - 10' x 20'	3997.20	4996.50

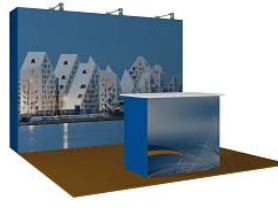
**The Grant**



**The Harrison**



**The Hamilton**



**The Lucy**



Code	Qty.	Description	Discount	Regular
66486		The Grant- 10' x 10'	3560.05	4450.05
66487		The Grant- 10' x 20'	4934.05	6167.55
66492		The Harrison - 10' x 10'	3272.70	4090.90
66493		The Harrison - 10' x 20'	4809.15	6011.45
66467		The Hamilton- 10' x 10'	2054.85	2568.55
66468		The Hamilton- 10' x 20'	3599.85	4499.80
66473		The Lucy - 10' x 10'	2061.10	2576.40

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.





**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

# ISLAND BOOTH RENTALS

**RFID JOURNAL LIVE! Conference & Exhibition**

**April 10 - 12, 2018**

**Orange County Convention Center - Orlando, Florida**

Event Code: F184800418

**Discount Deadline: March 9, 2018**

## EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management
- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

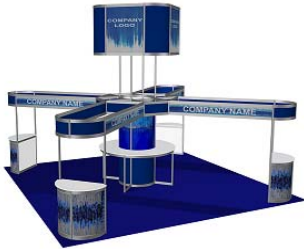
**Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>**

### The Monroe



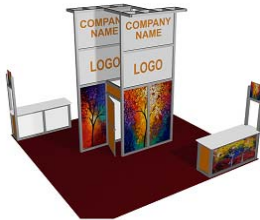
Code	Qty.	Description	Discount	Regular
66494		20' x 20'	8181.80	10227.25

### The Washington



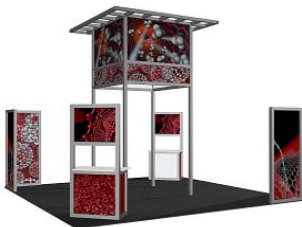
Code	Qty.	Description	Discount	Regular
66368		20' x 20'	11741.85	14677.30

### The Tyler



Code	Qty.	Description	Discount	Regular
66495		20' x 20'	8737.70	10922.15

### The Garfield



Code	Qty.	Description	Discount	Regular
66496		20' x 20'	8556.55	10695.70

**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet & Cleaning form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	6.500% Tax*:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.



**Shepard Exposition Services**  
 1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Exhibit Solutions Sales Phone: (407) 888-9669  
 Exhibit Solutions Sales Fax: (407) 888-2301  
 Exhibit Solutions Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# EXHIBIT RENTAL ACCESSORIES

RFID JOURNAL LIVE! Conference & Exhibition

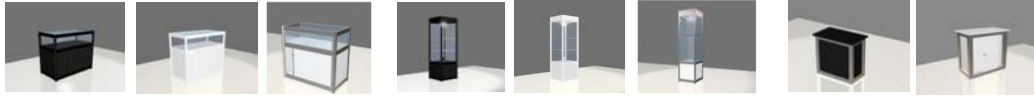
April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 9, 2018**

## SHOWCASES AND LOCKING CABINETS



**Quarterview Showcase**  
 4' 6" W x 1' 9" D x 3' 3" H

**Square Showcase**  
 1' 9" W x 1' 9" D x 7' H

**LC3**  
 3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	886.90	1108.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	957.15	1196.45	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



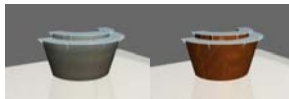
**LC1 - 1 meter wide**  
 3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	657.30	821.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	797.70	997.15	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	484.85	606.05	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



**LC2 - 1.5 meters wide**  
 5' W x 1' 9" D x 3' 6" H

## RECEPTION COUNTERS AND COMPUTER STANDS



**RC1**  
 7' 9" W x 3' 5" D x 3' 9" H



**RC2**  
 4' 9" W x 2' 3" D x 3' 3" H



**RC3\***  
 5' 3" W x 3' 3" D x 3' 6" H



**CS1\***      **CS2\***  
 CS1 - 3' W x 1' 9" D x 6' 3" H  
 CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	1902.35	2377.95	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	703.05	878.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1525.00	1906.25	
66285		CS1*	886.90	1108.65	
66286		CS2*	516.90	646.15	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	469.70	587.15	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	829.50	1036.90	
66279		GL2*	784.90	981.15	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1663.65	2079.55	



**Gondola**  
 3' 6" W x 1' 9" D x 5' H



**GL1\***      **GL2\***  
 GL1 - 5' 4" W x 1' 3" D x 8' H  
 GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 6.500% Tax\*: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



**Shepard Exposition Services**

1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Customer Service Phone: (407) 888-9669  
 Customer Service Fax: (407) 888-2301  
 Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# SIGN ORDER FORM

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	140.55	175.70	
70010		Horz., 22" x 28"	140.55	175.70	
70011		Vertical, 28" x 44"	214.15	267.70	
70012		Horz., 28" x 44"	214.15	267.70	
70025		Meterboard, 39" x 84"	433.40	541.75	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	38.20	47.75	
70021		Velcro, per ft, min. 5 ft.	2.50	3.15	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		Grommets, per sq. ft.- Vertical	17.75	22.20	
70071		Grommets, per sq. ft. - Horizontal	17.75	22.20	
70066		Pockets, per sq. ft. - Vertical	19.15	23.95	
70072		Pockets, per sq. ft.- Horizontal	19.15	23.95	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	42.10	52.65	

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
6.500% Tax*	\$
Amount Due:	\$

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

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

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

### SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

#### File Submission Media

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

When sending disks, please label them with the following:

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

#### Acceptable Software & Formats

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

#### Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

#### Other Graphic Services Available

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

**Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.**





### **UNION LABOR**

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

### **EXHIBIT LABOR JURISDICTION**

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

### **MATERIAL/FREIGHT HANDLING JURISDICTION**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

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

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

### **GRATUITIES /BREAKS**

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

### **IN GENERAL**

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

### **SAFETY**

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



# LABOR ORDER FORM

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

**Shepard Exposition Services**  
 1701 Boice Pond Rd., STE 101, Orlando, FL 32837  
 Customer Service Phone: (407) 888-9669  
 Customer Service Fax: (407) 888-2301  
 Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

Event Code: F184800418

**Discount Deadline: March 20, 2018**

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling  
 Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_  
 Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	63.90	79.90	30% **	
68067		OT	110.00	137.50	30% **	
68068		DT	127.75	159.70	30% **	

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

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	63.90	79.90	
68061		OT	110.00	137.50	
68062		DT	127.75	159.70	

Dismantle: 68063/68064/68065

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

**Please note:**

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.
- **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$ \_\_\_\_\_  
 6.500% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

#### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM  
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM  
 DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Code	SQ FT	Description	Discount	Regular	Amount
<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080		Flooring Only	1.00	1.25	
68083		Padding + Flooring	1.50	1.90	
68079		MINIMUM	127.80	159.75	

Requested install date/time: \_\_\_\_\_

Flooring type(s):

Carpet  Padding  Other \_\_\_\_\_

What is your booth size (ft.)?

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ FT

Subtotal \$ \_\_\_\_\_  
 6.500% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

### SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_  
 Is shipment?  Crated  Uncrated  
 Tracking/Pro #: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

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

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

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

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_  
 Forklift required?  Yes  No  
 Carpet is?  owned  rented from Shepard  
 Carpet padding?  Yes  No  
 Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered

(please check all that apply)

Electrical  Furniture  A/V Equipment  
 Booth Cleaning  Telephone/Internet  
**Electrical Information:**  
 Electrical should go under the carpet (diagram is attached)  
 Electrical drawings are attached  
 Electrical drawings are with exhibit in crate number  
 Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Hotel: \_\_\_\_\_  
 Arrival date/time: \_\_\_\_\_ Departure date/time: \_\_\_\_\_

Please complete the following: **Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.  
 Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.  
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.



# GROUND RIGGING/FORKLIFT RENTAL

## Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

### GROUND RIGGING FORKLIFT RENTAL

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

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

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

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	218.15	272.75	
35039		Overtime Hourly Rental	275.80	344.75	
35067		Double-time Hourly Rental	296.80	371.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	436.15	545.25	
35049		Overtime Hourly Rental	551.50	689.50	
35069		Double-time Hourly Rental	593.00	741.25	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	654.30	818.00	
35066		Overtime Hourly Rental	827.25	1034.00	
35070		Double-time Hourly Rental	890.40	1113.00	

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

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

### RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	79.80	99.75	
35086		Overtime Hourly Rate	137.75	172.20	
35099		Double-time Hourly Rate	159.65	199.55	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	63.90	79.90	
35100		Overtime Hourly Rate	110.00	137.50	
35101		Double-time Hourly Rate	127.75	159.70	

#### PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

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

#### PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.

Subtotal	\$	_____
6.500% Tax*	\$	_____
Amount Due:	\$	_____



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

SHEPARD LOGISTICS SERVICES

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

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

INBOUND PICK UP LOCATION INFORMATION

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

Requested Pick Up Date:

Hours of Operation:

Company

Address

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

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

Size of largest piece: L W H

Loading Dock Yes No Lift Gate

Residential Inside Pick up Inside Delivery

Special Instructions:

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

SHIP TO

I will be shipping to the WAREHOUSE (Company Name, Booth #) RFID JOURNAL LIVE! Conference & Exhibition c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837

Warehouse Deadline April 2, 2018 Date

I will be shipping to SHOW SITE c/o Shepard Exposition Services (Company Name, Booth#) RFID JOURNAL LIVE! Conference & Exhibition Orange County Convention Center 9899 International Drive Orlando, FL 32819

Delivery date: April 9, 2018

OUTBOUND SHIPPING INFORMATION

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

Ship to Address:

Contact Name:

Phone:

Deliver By Date:

Number of labels:

Special Instructions:

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

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

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

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

Type Card MasterCard VISA

Logistics/Material Handling ONLY Authorize ALL charges

Credit Card #:

Expiration Date: Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature:

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: Booth #:

Contact Name: Phone #:

Email: Fax #:

Authorized Signature:

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

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



## Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

**[logistics@shepardes.com](mailto:logistics@shepardes.com)**



# SHIPPING VERSUS MATERIAL HANDLING

## WHAT IS SHIPPING?

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



## WHAT IS MATERIAL HANDLING?

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



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,  
Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

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





# SHIPPING LABELS

RFID JOURNAL LIVE! Conference & Exhibition

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>1701 Boice Pond Rd STE 101</b> <b>Orlando, FL 32837</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>RFID JOURNAL LIVE! Conference &amp; Exhibition</b>	
First day freight can arrive w/o a surcharge: March 13, 2018	
Last day freight can arrive w/o a surcharge: April 2, 2018	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>1701 Boice Pond Rd STE 101</b> <b>Orlando, FL 32837</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>RFID JOURNAL LIVE! Conference &amp; Exhibition</b>	
First day freight can arrive w/o a surcharge: March 13, 2018	
Last day freight can arrive w/o a surcharge: April 2, 2018	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Orange County Convention Center</b> <b>9899 International Drive</b> <b>Orlando, FL 32819</b>
	For: <b>RFID JOURNAL LIVE! Conference &amp; Exhibition</b>
MUST NOT BE DELIVERED PRIOR TO: <b>April 9, 2018 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Orange County Convention Center</b> <b>9899 International Drive</b> <b>Orlando, FL 32819</b>
	For: <b>RFID JOURNAL LIVE! Conference &amp; Exhibition</b>
MUST NOT BE DELIVERED PRIOR TO: <b>April 9, 2018 @ 8:00 AM</b>	



# MATERIAL HANDLING AUTHORIZATION

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

## MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT\* ON MATERIAL HANDLING**

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. \*Discount does not apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

### CALCULATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling						
Direct Shipments to Showsite				Advance Shipments to Warehouse		
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	63.70	82.75	95.50		
	Uncrated	95.50	124.25	143.25		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						

Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)		Price	Total
	\$25.00	\$5.00		
	First Package	Each Additional		
	35263	35264		

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM	
Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

\* All tax rates are subject to change.

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

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

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

#### Early/Late Shipments to Warehouse

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

#### Reweigh of Shipments

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

#### Disposal Fee

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

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

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# STORAGE AUTHORIZATION FORM

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

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

## STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

## SHOWSITE STORAGE

**Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

**Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

## POST SHOW TRANSPORTATION AND HANDLING

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

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

**Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

**Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Pick-up arranged with another carrier

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Email: [orlando@shepardes.com](mailto:orlando@shepardes.com)

# MATERIAL HANDLING INFORMATION

## RFID JOURNAL LIVE! Conference & Exhibition

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

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

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

#### DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate:

63.90

Per Hour ( OT/DT rates may apply)

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

#### OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

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

#### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

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

#### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

Minimum: \$50.00

35003

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

#### UNCRAVED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

#### OFF-TARGET DELIVERIES

Surcharge: 15%

Minimum: \$50.00

35004

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

#### MARSHALING YARD

Surcharge: \$30 per Shipment

35250

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

#### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

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

#### EMPTY CRATE STORAGE

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

35105

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

#### SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

#### ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

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

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



# MATERIAL HANDLING 101

RFID JOURNAL LIVE! Conference & Exhibition

## MATERIAL HANDLING Q&A

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

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

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

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

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

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

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

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

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

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

## MATERIAL HANDLING CHARGES

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

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

### How do I calculate material handling charges?

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

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

### Will there be any additional charges?

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

## SMALL PACKAGES

### What are small package carrier shipments?

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

### How do I calculate my small package carrier shipment?

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

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

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

## CRATED-UNCRATED-SPECIAL HANDLING

### What are CRATED materials?

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

### What are UNCRATED materials?

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

### What is SPECIAL HANDLING?

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

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

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

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

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

### What does CWT mean?

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

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

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

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

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

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

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

## LIABILITY INSURANCE

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

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

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

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

## OUTBOUND SHIPMENTS

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

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

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

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ υποτιμη επιστρεφουσων φορητων οχηματων reduced shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

# MOBILE SPOTTING FEE

## RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

**Discount Deadline: March 20, 2018**

### MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

\*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

**Less than 1/4 tank of gas**

**Battery disconnected**

**Gas tank taped shut**

Qty:	Description	Surcharge Each Way	Total Amount
	Motorized Unit/Vehicle Spotting (35108)	\$103.00	

Subtotal	
N/A Tax	
Amount Due	

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_

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





OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

1701 Boice Pond Rd., STE 101, Orlando, FL 32837
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

RFID JOURNAL LIVE! Conference & Exhibition

April 10 - 12, 2018

Orange County Convention Center - Orlando, Florida

Event Code: F184800418

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

\*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME

DELIVERY ADDRESS

CITY STATE ZIP

ONSITE CONTACT NAME BOOTH#

CELL PHONE #

Number of Pieces: Number of Labels Requested:

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

CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER:

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

Type of Service: In the event your designated carrier fails to pickup:

Ground Overnight 2nd Day Reroute via show carrier Return to Warehouse \*\$400.00 minimum charge

Shipping Options:

Inside Delivery Residential Lift Gate No Loading Docks

OUTBOUND SHIPMENT REQUIREMENTS:

- 1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

TRANSPORTATION CHARGES BILLING ADDRESS: SAME AS SHIP TO ADDRESS

Company Name

Address

City State Zip

Please complete the following:

Company Name: Booth #:

Contact Name: Phone #:

Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

## Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Forklift /Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

**Hard wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

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

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

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

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

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

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

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

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

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

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

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

**Perimeter Booth** – A booth space on an outside wall.

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

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

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

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

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

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

**Service Desk** – The location at which exhibitors order services.

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

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

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

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

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

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

**Show Name:** RFID Journal Live 2018  
**Incentive Deadline Date:** March 19th, 2018  
**Base Rates Start On/After:** March 20th, 2018  
**OCCC Exhibitor Services Coordinator:** Carol Vahedian  
**Direct Phone:** (407) 685-5804  
**Contact Email:** Carol.Vahedian@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

### How To Order OCCC Services:

**Order Online:**  
www.occc.net/exhibitor

**Order via Email:**  
Exhibitor.Services@occc.net

**Fax:**  
(407) 685-9884

**Mail:**  
OCCC Exhibitor Services  
9860 Universal Blvd.  
Orlando, FL 32819-8199

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

### OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram MUST be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment AND finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.

### OCCC Payment Options:

**Credit / Debit Cards:** OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

**Company Checks:** Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

**Electronic Funds Transfers (Wire & ACH):** OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

**Third Party Billings:** Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

**The Orange County Convention Center's Taxpayer Identification Number (TIN) is 59-600077.**

EVENT: **RFID Journal Live 2018**

<b>EXHIBITOR</b>	EXHIBITING COMPANY: _____	BOOTH #: _____
	PHONE: _____ FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____	BOOTH TYPE:
	CITY: _____ STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER
<b>BILLING</b>	BILL-TO COMPANY (IF DIFFERENT): _____	I AM:
	ORDER CONTACT NAME: _____	<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____ STATE: _____	
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
PHONE: _____ FAX: _____		
ORDER CONTACT EMAIL: _____	EMAIL FOR INVOICES: _____	

**\*\*THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED\*\***

<b>RFID Journal Live 2018</b> <b>Incentive Deadline Date: March 19th, 2018</b> To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: <b>March 19th, 2018</b>	<b>Place Your Order Online or Via Email or Fax:</b> <b>Order Online:</b> www.occc.net/exhibitor <b>Email Forms:</b> exhibitor.services@occc.net <b>Send Via Fax:</b> (407) 685-9884 <b>Call:</b> (800) 345-9898	<b>OCCC Mailing Address:</b> Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199
--	---	---

**COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

**ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

**\*ACH Payments now available Online**

**CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE:  VISA  MASTERCARD  AMERICAN EXPRESS

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:		
Quantity		March 19th, 2018				March 20th, 2018				April 8th, 2018		
Floor	Ceiling	Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
		120V 5 Amp (500w) Single Outlet*		\$114.16	\$11.42	\$7.42	\$133.00	\$183.69	\$18.37	\$11.94	\$214.00	
		120V 10 Amp (1000w) Single Outlet*		\$130.47	\$13.05	\$8.48	\$152.00	\$209.45	\$20.95	\$13.61	\$244.01	
		120V 15 Amp (1500w) Single Outlet*		\$146.78	\$14.68	\$9.54	\$171.00	\$236.05	\$23.61	\$15.34	\$275.00	
		120V 20 Amp (2000w) Single Outlet*		\$163.95	\$16.40	\$10.66	\$191.00	\$257.51	\$25.75	\$16.74	\$300.00	
Select Any Related and/or Required Services												
		Ceiling Drop Charge†					\$262.00				\$388.00	
		25' Extension Cord		\$22.53			\$1.47	\$24.00	\$22.53	\$1.47	\$24.00	
		Six Outlet Power Strip		\$22.53			\$1.47	\$24.00	\$22.53	\$1.47	\$24.00	
*Labor, Placement & 24-Hour Power Included											† Required For All Ceiling Drops	
											<b>TOTAL:</b>	

**ALL ISLAND BOOTHS ARE REQUIRED TO SUBMIT FLOOR PLAN TO PREVENT DELAY OF POWER INSTALLATION.  
PLACEMENT OF ALL INLINE BOOTH POWER WILL BE BACK CENTER OF BOOTH. IF NON-STANDARD LOCATION IS NEEDED A FLOOR PLAN MUST BE SUBMITTED.**

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # \_\_\_\_\_


ADJACENT BOOTH OR AISLE #:  
\_\_\_\_\_

ADJACENT BOOTH OR AISLE #:  
\_\_\_\_\_

FRONT OF BOOTH - AISLE # \_\_\_\_\_

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity		March 19th, 2018				March 20th, 2018				April 8th, 2018
Floor	Ceiling	Item Description								Subtotal
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	
<b>208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
		208V 20 Amp Single Phase*	\$210.30	\$21.03	\$13.67	<b>\$245.00</b>	\$338.20	\$33.82	\$21.98	<b>\$394.00</b>
		208V 30 Amp Single Phase*	\$278.11	\$27.81	\$18.08	<b>\$324.00</b>	\$444.64	\$44.46	\$28.90	<b>\$518.01</b>
		208V 40 Amp Single Phase*	\$342.49	\$34.25	\$22.26	<b>\$399.00</b>	\$545.07	\$54.51	\$35.43	<b>\$635.01</b>
		208V 50 Amp Single Phase*	\$425.75	\$42.58	\$27.67	<b>\$496.00</b>	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>
		208V 60 Amp Single Phase*	\$512.45	\$51.25	\$33.31	<b>\$597.00</b>	\$807.73	\$80.77	\$52.50	<b>\$941.00</b>
		208V 80 Amp Single Phase*	\$666.95	\$66.70	\$43.35	<b>\$777.00</b>	\$1,066.95	\$106.70	\$69.35	<b>\$1,243.00</b>
		208V 100 Amp Single Phase*	\$853.22	\$95.32	\$55.46	<b>\$994.00</b>	\$1,363.95	\$136.40	\$88.66	<b>\$1,589.00</b>
		208V 150 Amp Single Phase*	\$1,084.11	\$70.47	\$108.42	<b>\$1,263.00</b>	\$1,733.90	\$112.71	\$173.39	<b>\$2,020.00</b>
		208V 200 Amp Single Phase*	\$1,446.34	\$94.02	\$144.64	<b>\$1,685.00</b>	\$2,315.01	\$150.48	\$231.51	<b>\$2,697.00</b>
		208V 400 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75	<b>\$5,391.00</b>
<b>208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
		208V 20 Amp Three Phase*	\$322.75	\$32.28	\$20.98	<b>\$376.00</b>	\$518.46	\$51.85	\$33.70	<b>\$604.01</b>
		208V 30 Amp Three Phase*	\$462.66	\$46.27	\$30.07	<b>\$539.00</b>	\$742.49	\$74.25	\$48.26	<b>\$865.00</b>
		208V 40 Amp Three Phase*	\$588.84	\$58.88	\$38.27	<b>\$686.00</b>	\$943.35	\$94.34	\$61.32	<b>\$1,099.00</b>
		208V 50 Amp Three Phase*	\$464.38	\$46.44	\$30.18	<b>\$541.00</b>	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>
		208V 60 Amp Three Phase*	\$881.55	\$88.16	\$57.30	<b>\$1,027.01</b>	\$1,413.73	\$141.37	\$91.89	<b>\$1,647.00</b>
		208V 80 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,884.12	\$188.41	\$122.47	<b>\$2,195.00</b>
		208V 100 Amp Three Phase*	\$1,472.10	\$147.21	\$95.69	<b>\$1,715.00</b>	\$2,356.22	\$235.62	\$153.15	<b>\$2,745.00</b>
		208V 150 Amp Three Phase*	\$1,872.10	\$121.69	\$187.21	<b>\$2,181.00</b>	\$2,993.99	\$194.61	\$299.40	<b>\$3,488.00</b>
		208V 200 Amp Three Phase*	\$2,495.27	\$162.20	\$249.53	<b>\$2,907.00</b>	\$3,993.12	\$259.56	\$399.32	<b>\$4,652.00</b>
		208V 400 Amp Three Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41	<b>\$10,781.00</b>
<b>Select Any Related and/or Required Services</b>										
		Ceiling Drop Charge†				<b>\$262.00</b>				<b>\$388.00</b>
		25' Extension Cord	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>
		Six Outlet Power Strip	\$22.53		\$1.47	<b>\$24.00</b>	\$22.53		\$1.47	<b>\$24.00</b>
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>
		150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74	<b>\$176.00</b>
		400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90	<b>\$195.00</b>
		<input type="checkbox"/> <b>CHECK HERE IF NO PLUG RENTAL NEEDED</b>								
*Labor, Placement & 24-Hour Power Included		† Required For All Ceiling Drops		‡ Required For Each 208V Connection						<b>TOTAL:</b>

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**



EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_

X

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:					
Quantity		March 19th, 2018				March 20th, 2018				April 8th, 2018					
Floor	Ceiling	Item Description		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal			
<b>240V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>															
<b>NOT AVAILABLE</b>		240V 20 Amp Single Phase*	\$375.97	\$37.60	\$24.44	<b>\$438.01</b>	\$601.72	\$60.17	\$39.11		<b>\$701.00</b>				
		240V 30 Amp Single Phase*	\$493.56	\$49.36	\$32.08	<b>\$575.00</b>	\$790.56	\$79.06	\$51.39		<b>\$921.00</b>				
		240V 40 Amp Single Phase*	\$637.77	\$63.78	\$41.46	<b>\$743.00</b>	\$1,018.88	\$101.89	\$66.23		<b>\$1,187.00</b>				
		240V 50 Amp Single Phase*	\$794.85	\$79.49	\$51.67	<b>\$926.00</b>	\$1,272.96	\$127.30	\$82.74		<b>\$1,483.00</b>				
		240V 60 Amp Single Phase*	\$957.94	\$95.79	\$62.27	<b>\$1,116.00</b>	\$1,533.05	\$153.31	\$99.65		<b>\$1,786.00</b>				
		240V 80 Amp Single Phase*	\$1,247.21	\$124.72	\$81.07	<b>\$1,453.00</b>	\$1,995.71	\$199.72	\$129.72		<b>\$2,325.00</b>				
		240V 100 Amp Single Phase*	\$1,593.99	\$159.40	\$103.61	<b>\$1,857.00</b>	\$2,551.93	\$255.19	\$165.88		<b>\$2,973.00</b>				
		240V 150 Amp Single Phase*	\$2,167.38	\$140.88	\$216.74	<b>\$2,525.00</b>	\$3,466.94	\$225.36	\$346.70		<b>\$4,039.00</b>				
		240V 200 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75		<b>\$5,391.00</b>				
	240V 400 Amp Single Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41		<b>\$10,781.00</b>					
<b>240V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>															
<b>NOT AVAILABLE</b>		240V 20 Amp Three Phase*	\$578.54	\$57.85	\$37.61	<b>\$674.00</b>	\$924.46	\$92.45	\$60.09		<b>\$1,077.00</b>				
		240V 30 Amp Three Phase*	\$824.03	\$82.40	\$53.56	<b>\$959.99</b>	\$1,322.75	\$132.28	\$85.98		<b>\$1,541.00</b>				
		240V 40 Amp Three Phase*	\$1,100.43	\$110.04	\$71.53	<b>\$1,282.00</b>	\$1,760.52	\$176.05	\$114.43		<b>\$2,051.01</b>				
		240V 50 Amp Three Phase*	\$1,412.02	\$141.20	\$91.78	<b>\$1,645.00</b>	\$2,200.86	\$220.09	\$143.06		<b>\$2,564.00</b>				
		240V 60 Amp Three Phase*	\$1,647.21	\$164.72	\$107.07	<b>\$1,919.00</b>	\$2,640.34	\$264.03	\$171.62		<b>\$3,076.00</b>				
		240V 80 Amp Three Phase*	\$2,200.86	\$220.09	\$143.06	<b>\$2,564.00</b>	\$3,523.61	\$352.36	\$229.03		<b>\$4,105.01</b>				
		240V 100 Amp Three Phase*	\$3,645.49	\$364.55	\$236.96	<b>\$4,247.00</b>	\$4,402.58	\$440.26	\$286.17		<b>\$5,129.01</b>				
		240V 150 Amp Three Phase*	\$3,742.48	\$243.27	\$374.25	<b>\$4,360.00</b>	\$5,988.83	\$389.28	\$598.89		<b>\$6,977.00</b>				
		240V 200 Amp Three Phase*	\$4,990.55	\$324.39	\$499.06	<b>\$5,814.00</b>	\$7,986.26	\$519.11	\$798.63		<b>\$9,304.00</b>				
	240V 400 Amp Three Phase*	\$11,565.66	\$751.77	\$1,156.57	<b>\$13,474.00</b>	\$18,505.57	\$1,202.87	\$1,850.56		<b>\$21,559.00</b>					
<b>480V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>															
<b>NOT AVAILABLE</b>		480V 20 Amp Single Phase*	\$421.46	\$42.15	\$27.39	<b>\$491.00</b>	\$676.40	\$67.64	\$43.97		<b>\$788.01</b>				
		480V 30 Amp Single Phase*	\$554.51	\$55.45	\$36.04	<b>\$646.00</b>	\$888.41	\$88.84	\$57.75		<b>\$1,035.00</b>				
		480V 40 Amp Single Phase*	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>	\$1,090.13	\$109.01	\$70.86		<b>\$1,270.00</b>				
		480V 50 Amp Single Phase*	\$850.64	\$85.06	\$55.29	<b>\$991.00</b>	\$1,362.23	\$136.22	\$88.54		<b>\$1,587.00</b>				
		480V 60 Amp Single Phase*	\$1,023.18	\$102.32	\$66.51	<b>\$1,192.00</b>	\$1,638.63	\$163.86	\$106.51		<b>\$1,909.00</b>				
		480V 80 Amp Single Phase*	\$1,334.76	\$133.48	\$86.76	<b>\$1,555.00</b>	\$2,135.62	\$213.56	\$138.82		<b>\$2,488.00</b>				
		480V 100 Amp Single Phase*	\$1,705.58	\$170.56	\$110.86	<b>\$1,987.00</b>	\$2,729.61	\$272.96	\$177.42		<b>\$3,180.00</b>				
		480V 150 Amp Single Phase*	\$2,167.38	\$140.88	\$216.74	<b>\$2,525.00</b>	\$3,466.94	\$225.36	\$346.70		<b>\$4,039.00</b>				
		480V 200 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75		<b>\$5,391.00</b>				
	480V 400 Amp Single Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41		<b>\$10,781.00</b>					
<b>480V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>															
<b>NOT AVAILABLE</b>		480V 20 Amp Three Phase*	\$648.93	\$64.89	\$42.18	<b>\$756.00</b>	\$1,038.63	\$103.86	\$67.51		<b>\$1,210.00</b>				
		480V 30 Amp Three Phase*	\$951.76	\$95.18	\$61.86	<b>\$1,108.80</b>	\$1,482.40	\$148.24	\$96.36		<b>\$1,727.00</b>				
		480V 40 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,883.26	\$188.33	\$122.41		<b>\$2,194.00</b>				
		480V 50 Amp Three Phase*	\$1,471.25	\$147.13	\$95.63	<b>\$1,714.01</b>	\$2,353.65	\$235.37	\$152.99		<b>\$2,742.00</b>				
		480V 60 Amp Three Phase*	\$1,762.23	\$176.22	\$114.54	<b>\$2,053.00</b>	\$2,824.03	\$282.40	\$183.56		<b>\$3,289.99</b>				
		480V 80 Amp Three Phase*	\$2,353.65	\$235.37	\$152.99	<b>\$2,742.00</b>	\$3,770.82	\$377.08	\$245.10		<b>\$4,393.01</b>				
		480V 100 Amp Three Phase*	\$2,944.21	\$294.42	\$191.37	<b>\$3,430.00</b>	\$4,710.73	\$471.07	\$306.20		<b>\$5,488.00</b>				
		480V 150 Amp Three Phase*	\$3,742.48	\$243.27	\$374.25	<b>\$4,360.00</b>	\$5,988.83	\$389.28	\$598.89		<b>\$6,977.00</b>				
		480V 200 Amp Three Phase*	\$4,990.55	\$324.39	\$499.06	<b>\$5,814.00</b>	\$7,986.26	\$519.11	\$798.63		<b>\$9,304.00</b>				
	480V 400 Amp Three Phase*	\$11,565.66	\$751.77	\$1,156.57	<b>\$13,474.00</b>	\$18,505.57	\$1,202.87	\$1,850.56		<b>\$21,559.00</b>					
<b>Select Any Related and/or Required Services</b>															
		Ceiling Drop Charge†				<b>\$262.00</b>						<b>\$388.00</b>			
		20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98			<b>\$98.00</b>			
		40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98			<b>\$98.00</b>			
		80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98			<b>\$98.00</b>			
		150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74			<b>\$176.00</b>			
		400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90			<b>\$195.00</b>			
		<input type="checkbox"/> CHECK HERE IF NO PLUG RENTAL NEEDED													
*Labor, Placement & 24-Hour Power Included											† Required For All Ceiling Drops		‡ Required For Each Connection		<b>TOTAL:</b>

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_

X

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity	Item Description	March 19th, 2018				March 20th, 2018				April 8th, 2018
Ceiling Only		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
<b>220V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	220V 20 Amp Single Phase*	\$375.97	\$37.60	\$24.44	<b>\$438.01</b>	\$601.72	\$60.17	\$39.11	<b>\$701.00</b>	
	220V 30 Amp Single Phase*	\$493.56	\$49.36	\$32.08	<b>\$575.00</b>	\$790.56	\$79.06	\$51.39	<b>\$921.00</b>	
	220V 40 Amp Single Phase*	\$637.77	\$63.78	\$41.46	<b>\$743.00</b>	\$1,018.88	\$101.89	\$66.23	<b>\$1,187.00</b>	
	220V 50 Amp Single Phase*	\$794.85	\$79.49	\$51.67	<b>\$926.00</b>	\$1,272.96	\$127.30	\$82.74	<b>\$1,483.00</b>	
	220V 60 Amp Single Phase*	\$957.94	\$95.79	\$62.27	<b>\$1,116.00</b>	\$1,533.05	\$153.31	\$99.65	<b>\$1,786.00</b>	
	220V 80 Amp Single Phase*	\$1,247.21	\$124.72	\$81.07	<b>\$1,453.00</b>	\$1,995.71	\$199.57	\$129.72	<b>\$2,325.00</b>	
	220V 100 Amp Single Phase*	\$1,593.99	\$159.40	\$103.61	<b>\$1,857.00</b>	\$2,551.93	\$255.19	\$165.88	<b>\$2,973.00</b>	
	220V 150 Amp Single Phase*	\$2,167.38	\$140.88	\$216.74	<b>\$2,525.00</b>	\$3,466.94	\$225.36	\$346.70	<b>\$4,039.00</b>	
	220V 200 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	<b>\$3,369.00</b>	\$4,627.46	\$300.79	\$462.75	<b>\$5,391.00</b>	
	220V 400 Amp Single Phase*	\$5,782.82	\$375.89	\$578.29	<b>\$6,737.00</b>	\$9,254.07	\$601.52	\$925.41	<b>\$10,781.00</b>	
<b>380V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	380V 20 Amp Single Phase*	\$401.72	\$40.17	\$26.11	<b>\$468.00</b>	\$643.78	\$64.38	\$41.85	<b>\$750.00</b>	
	380V 30 Amp Single Phase*	\$528.76	\$52.88	\$34.37	<b>\$616.01</b>	\$847.21	\$84.72	\$55.07	<b>\$987.00</b>	
	380V 40 Amp Single Phase*	\$681.55	\$68.16	\$44.30	<b>\$794.01</b>	\$1,090.13	\$109.01	\$70.86	<b>\$1,270.00</b>	
	380V 50 Amp Single Phase*	\$850.64	\$85.06	\$55.29	<b>\$991.00</b>	\$1,362.23	\$136.22	\$88.54	<b>\$1,587.00</b>	
	380V 60 Amp Single Phase*	\$1,023.18	\$102.32	\$66.51	<b>\$1,192.00</b>	\$1,638.63	\$163.86	\$106.51	<b>\$1,909.00</b>	
	380V 80 Amp Single Phase*	\$1,334.76	\$133.48	\$86.76	<b>\$1,555.00</b>	\$2,406.01	\$240.60	\$156.39	<b>\$2,803.00</b>	
	380V 100 Amp Single Phase*	\$1,705.58	\$170.56	\$110.86	<b>\$1,987.00</b>	\$2,729.61	\$272.96	\$177.42	<b>\$3,180.00</b>	
	380V 150 Amp Single Phase*	\$2,167.38	\$216.74	\$140.88	<b>\$2,525.00</b>	\$3,466.94	\$346.70	\$225.36	<b>\$4,039.00</b>	
	380V 200 Amp Single Phase*	\$2,891.84	\$289.19	\$187.97	<b>\$3,369.00</b>	\$4,627.46	\$462.75	\$300.79	<b>\$5,391.00</b>	
	380V 400 Amp Single Phase*	\$5,782.82	\$578.29	\$375.89	<b>\$6,737.00</b>	\$9,254.07	\$925.41	\$601.52	<b>\$10,781.00</b>	
<b>380V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below</b>										
	380V 20 Amp Three Phase*	\$618.88	\$61.89	\$40.23	<b>\$721.00</b>	\$988.84	\$98.88	\$64.27	<b>\$1,152.00</b>	
	380V 30 Amp Three Phase*	\$881.55	\$88.16	\$57.30	<b>\$1,027.01</b>	\$1,413.73	\$141.37	\$91.89	<b>\$1,647.00</b>	
	380V 40 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	<b>\$1,372.00</b>	\$1,883.26	\$188.33	\$122.41	<b>\$2,194.00</b>	
	380V 50 Amp Three Phase*	\$1,471.25	\$147.13	\$95.63	<b>\$1,714.01</b>	\$2,353.65	\$235.37	\$152.99	<b>\$2,742.00</b>	
	380V 60 Amp Three Phase*	\$1,762.23	\$176.22	\$114.54	<b>\$2,053.00</b>	\$2,824.03	\$282.40	\$183.56	<b>\$3,289.99</b>	
	380V 80 Amp Three Phase*	\$2,353.65	\$235.37	\$152.99	<b>\$2,742.00</b>	\$3,770.82	\$377.08	\$245.10	<b>\$4,393.01</b>	
	380V 100 Amp Three Phase*	\$2,944.21	\$294.42	\$191.37	<b>\$3,430.00</b>	\$4,710.73	\$471.07	\$306.20	<b>\$5,488.00</b>	
	380V 150 Amp Three Phase*	\$3,742.48	\$243.27	\$374.25	<b>\$4,360.00</b>	\$5,988.83	\$389.28	\$598.89	<b>\$6,977.00</b>	
	380V 200 Amp Three Phase*	\$4,990.55	\$324.39	\$499.06	<b>\$5,814.00</b>	\$7,986.26	\$519.11	\$798.63	<b>\$9,304.00</b>	
	380V 400 Amp Three Phase*	\$11,565.66	\$751.77	\$1,156.57	<b>\$13,474.00</b>	\$18,505.57	\$1,202.87	\$1,850.56	<b>\$21,559.00</b>	
Select Any Related and/or Required Services										
<b>REQUIRED</b>	Ceiling Drop Charge†				<b>\$262.00</b>				<b>\$388.00</b>	
	20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	<b>\$98.00</b>	\$92.02		\$5.98	<b>\$98.00</b>	
	150 - 200 Amp Connection‡	\$165.26		\$10.74	<b>\$176.00</b>	\$165.26		\$10.74	<b>\$176.00</b>	
	400 Amp Connection‡	\$183.10		\$11.90	<b>\$195.00</b>	\$183.10		\$11.90	<b>\$195.00</b>	
<input type="checkbox"/> <b>CHECK HERE IF NO PLUG RENTAL NEEDED</b>										
*Labor, Placement & 24-Hour Power <u>Included</u> † <u>Required</u> For All Orders ‡ <u>Required</u> For Each Connection										<b>TOTAL:</b>

**OCCC TERMS & CONDITIONS**

- On-site orders are subject to a 50% price increase over base rates.
  - Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
  - OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
  - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
  - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
  - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_

X

**\*\*An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission\*\***

This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision		Incentive Rate If Ordered & Paid By:				Base Rate If Ordered Or Paid On/After:				On-Site Rates Start:
Quantity	Item Description	March 19th, 2018				March 20th, 2018				April 8th, 2018
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
L I G H T S	<b>Aerial Par Can Light†</b>	\$266.66		\$17.34	\$284.00	\$450.00		\$29.25	\$479.25	
	<b>Overhead Lights Out, Per Pod</b>	Per Show Management Approval			\$55.00	Per Show Management Approval			\$75.00	
P L U M B I N G	<b>Water Service Connection*</b> 1/2 FPT Service Outlet	\$190.55	\$19.06	\$12.39	\$222.00	\$307.29	\$30.73	\$19.98	\$358.00	
	<b>Drain Service Connection*</b> 1/2 FPT Service Outlet	\$170.89		\$11.11	\$182.00	\$272.00		\$17.70	\$290.00	
	<b>Water Fill &amp; Drain*</b> 1-99 Gallons	\$80.68	\$8.07	\$5.25	\$94.00	\$128.75	\$12.88	\$8.37	\$150.00	
	<b>Water Fill &amp; Drain*</b> 100-299 Gallons	\$162.22	\$16.23	\$10.55	\$189.00	\$259.22	\$25.93	\$16.85	\$302.00	
	<b>Water Fill &amp; Drain*</b> 300-500 Gallons	\$232.61	\$23.27	\$15.12	\$271.00	\$375.10	\$37.51	\$24.39	\$437.00	
	<b>Water Fill &amp; Drain*</b> Each Additional 500 Gallons	\$33.47	\$3.35	\$2.18	\$39.00	\$58.36	\$5.84	\$3.80	\$68.00	
	<b>30 Gallon Hot Water Heater*</b>	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	<b>80 Gallon Hot Water Heater*</b> Quick Recovery Type	\$317.37		\$20.63	\$338.00	\$476.05		\$30.95	\$507.00	
	<b>120 Gallon Hot Water Heater*</b> Quick Recovery Type	\$634.74		\$41.26	\$676.00	\$634.74		\$41.26	\$676.00	
	<b>Single Beauty Sink*</b> with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00	
<b>Single Utility Sink*</b> with Hot Water Heater	\$329.57		\$21.43	\$351.00	\$492.95		\$32.05	\$525.00		
<b>Single Utility Sink*</b> without Hot Water Heater	\$232.86		\$15.14	\$248.00	\$352.11		\$22.89	\$375.00		
<b>Triple Kitchen Sink*</b> with Hot Water Heater & Disposal	\$722.06		\$46.94	\$769.00	\$1,053.52		\$68.48	\$1,122.00		
G A S E S	<b>Air Service Connection*</b> 1/2 FPT Service Outlet, 90 PSI max.	\$265.72		\$17.28	\$283.00	\$362.44		\$23.56	\$386.00	
	<b>LP (Liquid Propane) Gas*</b> 5lb Tank	\$59.22	\$5.93	\$3.85	\$69.00	\$72.10	\$7.21	\$4.69	\$84.00	
	<b>LP (Liquid Propane) Gas*</b> Each Additional 5lb Tank	\$41.20	\$4.12	\$2.68	\$48.00	\$49.78	\$4.98	\$3.24	\$58.00	
	<b>Natural Gas Connection†</b> 1 - 50,000 BTUs Hook-Up	\$256.64	\$25.67	\$16.69	\$299.00	<b>Only Available in West Hall B and the N/S Building. To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date</b>				
	<b>Natural Gas Connection†</b> 50,001 - 100,000 BTUs Hook-Up	\$315.86	\$31.59	\$20.53	\$367.98					
	<b>Natural Gas Connection†</b> 100,001 - 150,000 BTUs Hook-Up	\$375.08	\$37.51	\$24.38	\$436.97					
	<b>Natural Gas Connection†</b> 150,001 - 200,000 BTUs Hook-Up	\$434.30	\$43.43	\$28.23	\$505.96					
	<b>Natural Gas - additional BTUs†</b> 200,001 - 250,000 BTUs Hook-Up	\$493.52	\$49.36	\$32.08	\$574.96					
	<b>Natural Gas - additional BTUs†</b> Over 250,000 BTUs Hook-Up	\$552.74	\$55.28	\$35.93	\$643.95					
<b>Ceiling Drop For Natural Gas Order</b> Required For All Natural Gas Orders	Must Be Included In Total For All Natural Gas Orders			\$250.00						
T V	<b>HD Cable TV Service*</b> Digital Tuner Required for HD Service	\$300.00	\$38.16		\$338.16	\$300.00	\$38.16		\$338.16	
<b>TOTAL:</b>										

\* Labor & Placement *Included*, Only Available From Floor

† *Requires* A Ceiling Drop Charge

\* *Installation, Removal, Electricity, & (1) Focus Included*

**OCCC TERMS & CONDITIONS**

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

• Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.

• Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.

• The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.

• Par can refocusing is subject to labor charges.

• On-site orders are subject to a 50% price increase over base rates.

• Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.

• Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.

• Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.

• Labor charges may apply for service calls.

• All prices are subject to change without notice.

**FOR OFFICE USE ONLY**

**EVENT: RFID Journal Live 2018**

<b>EXHIBITOR</b>	EXHIBITING COMPANY: _____	BOOTH #: _____
	PHONE: _____ FAX: _____	BOOTH SIZE: _____ X _____
	ADDRESS: _____	BOOTH TYPE:
	CITY: _____ STATE: _____	<input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND
ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	<input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER	
<b>BILLING</b>	BILL-TO COMPANY (IF DIFFERENT): _____	I AM:
	RIGGING CONTACT NAME: _____	<input type="checkbox"/> THE EXHIBITOR
	ADDRESS: _____	<input type="checkbox"/> A 3RD PARTY (EAC/I&D):
	CITY: _____ STATE: _____	
	ZIP CODE/PROVIDENCE: _____ COUNTRY: _____	
	PHONE: _____ FAX: _____	
RIGGING CONTACT EMAIL: _____	EMAIL FOR INVOICES: _____	

**NOTE:**

- A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.
- After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a Dedicated Rigging Team.

Rigging Labor	Incentive Rate If Ordered & Paid By: <b>March 19th, 2018</b>	Base Rate If Ordered Or Paid On/After: <b>March 20th, 2018</b>
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	\$554.00 <input type="checkbox"/> Select	\$806.00 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$92.00	\$134.00
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	\$134.00	\$201.00

REQUESTED RIGGING INSTALL DATE: \_\_\_\_\_ REQUESTED RIGGING STRIKE DATE: \_\_\_\_\_

DESCRIPTION OF ITEM(S): \_\_\_\_\_ DOES THIS ITEM REQUIRE:

SIZE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ QUANTITY: \_\_\_\_\_  POWER

REQUESTED HEIGHT FROM FLOOR TO BOTTOM OF SUSPENDED ITEM: \_\_\_\_\_  OCCC TRUSS OR MOTORS

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): \_\_\_\_\_

DOES THE SUSPENDED ITEM HAVE A BOTTOM?  YES  NO IF YES, PROVIDE THE BOTTOM DIMENSIONS: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

**OCCC RIGGING TERMS & CONDITIONS**

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.

**FOR OFFICE USE ONLY**



**EVENT: RFID Journal Live 2018**

**Contact us for quantity discounts!**  
**Save on transportation/freight charges and costly downtime!**

Item Description	Incentive Rate If Ordered & Paid By:			Base Rate If Ordered Or Paid On/After:		
	March 19th, 2018			March 20th, 2018		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$300.00	\$19.50	<b>\$319.50</b>	\$450.00	\$29.25	<b>\$479.25</b>
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$300.00	\$19.50	<b>\$319.50</b>	\$450.00	\$29.25	<b>\$479.25</b>
CM Lodestar Chain Hoist, Electric, 1 Ton*	\$300.00	\$19.50	<b>\$319.50</b>	\$450.00	\$29.25	<b>\$479.25</b>
CM Lodestar Chain Hoist, Electric, 2 Ton*	\$300.00	\$19.50	<b>\$319.50</b>	\$450.00	\$29.25	<b>\$479.25</b>
Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	<b>\$192.00</b>	\$270.42	\$17.58	<b>\$288.00</b>
Rotating Motor, 200lb Capacity*	\$210.32	\$13.72	<b>\$224.04</b>	\$473.22	\$30.76	<b>\$503.98</b>
Rotating Motor, 500lb Capacity*	\$539.43	\$35.07	<b>\$574.50</b>	\$539.43	\$35.07	<b>\$574.50</b>
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 12" x 12" x 2.5'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 12" x 12" x 3'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 12" x 12" x 4'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 12" x 12" x 5'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 12" x 12" x 6'	\$58.78	\$3.82	<b>\$62.60</b>	\$88.17	\$5.73	<b>\$93.90</b>
Thomas Aluminium Truss, 12" x 12" x 8'	\$69.46	\$4.51	<b>\$73.97</b>	\$104.21	\$6.77	<b>\$110.98</b>
Thomas Aluminium Truss, 12" x 12" x 10'	\$74.81	\$4.86	<b>\$79.67</b>	\$112.21	\$7.29	<b>\$119.50</b>
Thomas Aluminium Truss, 12" Corner Block	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 12" Grapple	\$40.33	\$2.62	<b>\$42.95</b>	\$60.49	\$3.93	<b>\$64.42</b>
Thomas Aluminium Truss, 12" Hingle Plate	\$69.46	\$4.51	<b>\$73.97</b>	\$104.20	\$6.77	<b>\$110.97</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$53.43	\$3.47	<b>\$56.90</b>	\$80.15	\$5.21	<b>\$85.36</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	\$64.12	\$4.17	<b>\$68.28</b>	\$96.18	\$6.25	<b>\$102.43</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$74.81	\$4.87	<b>\$79.68</b>	\$112.21	\$7.30	<b>\$119.51</b>
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$90.84	\$5.91	<b>\$96.75</b>	\$136.26	\$8.86	<b>\$145.12</b>
Thomas Aluminium Truss, 20.5" Corner Block	\$85.50	\$5.56	<b>\$91.06</b>	\$128.24	\$8.34	<b>\$136.58</b>
Thomas Aluminium Truss, 20.5" Grapple	\$40.33	\$2.62	<b>\$42.95</b>	\$60.49	\$3.93	<b>\$64.42</b>
Thomas Aluminium Truss, 20.5" Hingle Plate	\$85.50	\$5.56	<b>\$91.06</b>	\$128.24	\$8.34	<b>\$136.58</b>
Hardware						
Airwall Hanger	\$21.00	\$1.37	<b>\$22.37 / Week</b>	\$31.50	\$2.05	<b>\$33.55 / Week</b>
All Thread	\$3.00	\$0.20	<b>\$3.20 / Week</b>	\$4.50	\$0.30	<b>\$4.80 / Week</b>
Barn Door	\$30.00	\$1.95	<b>\$31.95 / Week</b>	\$45.00	\$2.93	<b>\$47.93 / Week</b>
Batten or Water Pipe - Per Foot	\$3.00	\$0.20	<b>\$3.20 / Week</b>	\$4.50	\$0.30	<b>\$4.80 / Week</b>
Clamp - Beam	\$45.00	\$2.93	<b>\$47.93 / Week</b>	\$67.50	\$4.39	<b>\$71.89 / Week</b>
Clamp - Misc.	\$6.00	\$0.39	<b>\$6.39 / Week</b>	\$9.00	\$0.59	<b>\$9.59 / Week</b>
Deck Chain	\$10.00	\$0.65	<b>\$10.65 / Week</b>	\$15.00	\$0.98	<b>\$15.98 / Week</b>
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	\$6.00	\$0.39	<b>\$6.39 / Week</b>	\$9.00	\$0.59	<b>\$9.59 / Week</b>
Nylon Sling or GAC Flex	\$15.00	\$0.98	<b>\$15.98 / Week</b>	\$20.00	\$1.30	<b>\$21.30 / Week</b>
Raw Wire - Per Foot	\$0.95	\$0.07	<b>\$1.02 / Week</b>	\$1.35	\$0.09	<b>\$1.44 / Week</b>
Rope	\$12.00	\$0.78	<b>\$12.78 / Week</b>	\$18.00	\$1.17	<b>\$19.17 / Week</b>
Sheave	\$21.00	\$1.37	<b>\$21.37 / Week</b>	\$31.50	\$2.05	<b>\$33.55 / Week</b>
Steel Point	\$10.00	\$0.65	<b>\$10.65 / Week</b>	\$15.00	\$0.98	<b>\$15.98 / Week</b>
Strand Vice	\$21.00	\$1.37	<b>\$21.37 / Week</b>	\$31.50	\$2.05	<b>\$33.55 / Week</b>
Truss Protector	\$1.00	\$0.07	<b>\$1.07 / Week</b>	\$1.00	\$0.07	<b>\$1.07 / Week</b>

\*Electricity Included

**\*Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555**

**OCCC TERMS & CONDITIONS**

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject to a 50% price increase over base rates.
- All prices are subject to change without notice.

**SERVICE PLACEMENT  
DIAGRAM FORM**

**EVENT:** RFID Journal Live 2018

**BOOTH #:** \_\_\_\_\_

**EXHIBITING COMPANY:** \_\_\_\_\_

**BOOTH SIZE:** \_\_\_\_\_ X \_\_\_\_\_

**ORDER CONTACT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**BACK OF BOOTH - ADJACENT BOOTH OR AISLE #** \_\_\_\_\_

**ADJACENT  
BOOTH OR  
AISLE #:**

\_\_\_\_\_

**ADJACENT  
BOOTH OR  
AISLE #:**

\_\_\_\_\_


**FRONT OF BOOTH - AISLE #** \_\_\_\_\_

**SPECIAL INSTRUCTIONS / COMMENTS / NOTES:**





EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

AGREEMENT CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**\*\*To Complete This Agreement You Must Include an OCCC Method Of Payment Form With Your Submission\*\***

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**EVENT:** **RFID Journal Live 2018** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**EXHIBITING COMPANY:** \_\_\_\_\_

**I AM:**

**ORDER CONTACT NAME:** \_\_\_\_\_

THE EXHIBITOR

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

AN EAC/I&D: \_\_\_\_\_

**ORDER CONTACT EMAIL:** \_\_\_\_\_

OTHER: \_\_\_\_\_

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

*Additional Information:*

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.
- Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

**Please Check All That Apply To Your Booth/Exhibit:**

- "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)
- Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)
- Deep Fryer:             Electric     Gas            Specify Well Dimensions: \_\_\_\_\_
- Range or Cook Top:     Electric     Gas            Specify Range Cooking Area Dimensions: \_\_\_\_\_
- Grill or Griddle:         Electric     Gas            Specify Grill or Griddle Cooking Area Dimensions: \_\_\_\_\_
- Chain Broiler:             Electric     Gas            Specify Chain Broiler Cooking Area Dimensions: \_\_\_\_\_
- Fireplace:                 Electric     Gas             Wood            Specify Vent Type:     Vented     Ventless
- Fog/Haze
- Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



EVENT: **RFID Journal Live 2018**

BOOTH #: \_\_\_\_\_

EXHIBITING COMPANY: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

NAME OF EAC / DESIGN FIRM: \_\_\_\_\_

BOOTH TYPE:

CONTACT NAME: \_\_\_\_\_

MULTI-LEVEL     COVERED

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

I AM:

CONTACT EMAIL: \_\_\_\_\_

THE EXHIBITOR

SQUARE FOOTAGE OF BOOTH/EXHIBIT: \_\_\_\_\_

AN EAC/I&D: \_\_\_\_\_

SQUARE FOOTAGE OF COVER: \_\_\_\_\_

OTHER: \_\_\_\_\_

STAIR RISE & TREAD: \_\_\_\_\_ GUARD RAIL MEASUREMENTS: \_\_\_\_\_

COMMENTS:

*Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.*

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

**COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED:** To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

**MULTI-LEVEL BOOTH DEFINED:** To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

**TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL**

EVENT MANAGER: \_\_\_\_\_

APPROVED:

OCCC RECEIVED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_

YES     NO

DATE TO FIRE MARSHALL: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

FIREWATCH REQUIRED:

PLANS REVIEWER: \_\_\_\_\_

YES     NO

COMMENTS:

## Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V 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.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

## Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

## Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

**20 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



**20 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

**30 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



**30 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

**60 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

**60 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



**100 Amp Single Phase** - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**100 Amp Three Phase** - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

**Rental Price: \$98.00 (\$92.02 + \$5.98 tax)**

**150 - 200 Amp Single Phase** - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**150 - 200 Amp Three Phase** - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

**Rental Price: \$176.00 (\$165.26 + \$10.74 tax)**

**200 - 400 Amp Single Phase** - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

**200 - 400 Amp Three Phase** - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

**Rental Price: \$195.00 (\$183.10 + \$11.90 tax)**





The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

#### Seams:

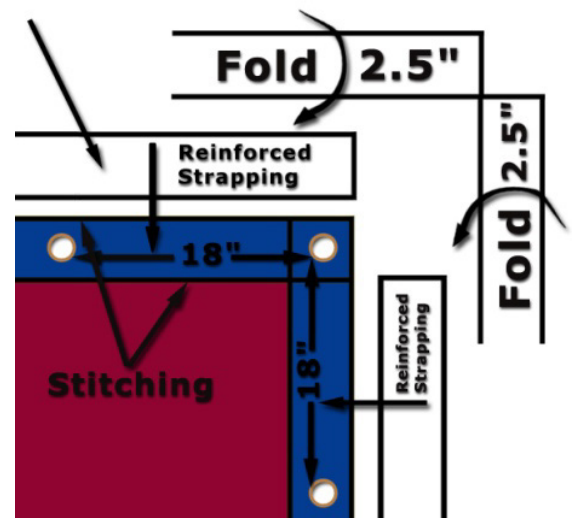
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

#### Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

#### Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



## Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

## Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
  - Fryers
  - Grills, Ranges, Griddles, Broilers, Chain-broilers
  - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

## Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

## Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

## Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

## Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

### **Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

### **Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ [www.occc.net/exhibitor](http://www.occc.net/exhibitor). **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

## Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

## **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

## **Open Flame, Pyrotechnics and Special Effects**

### **Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

### **Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

### **Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

### **Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1) The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. A firewatch is required with all fog and haze.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

### **Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

## Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

## Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

## Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

**Covered Booth Definition** – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**Multi-Level Booth Definition** – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

## A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

## B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor’s name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
  - f. They must include the rise and tread of the stairs.
  - g. They must include the guard rail measurements.
- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center  
Attn: Event Management  
**Regular Mail:** PO Box 691509, Orlando, FL 32869  
**Overnight:** 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
  - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
  - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).



- c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

### C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

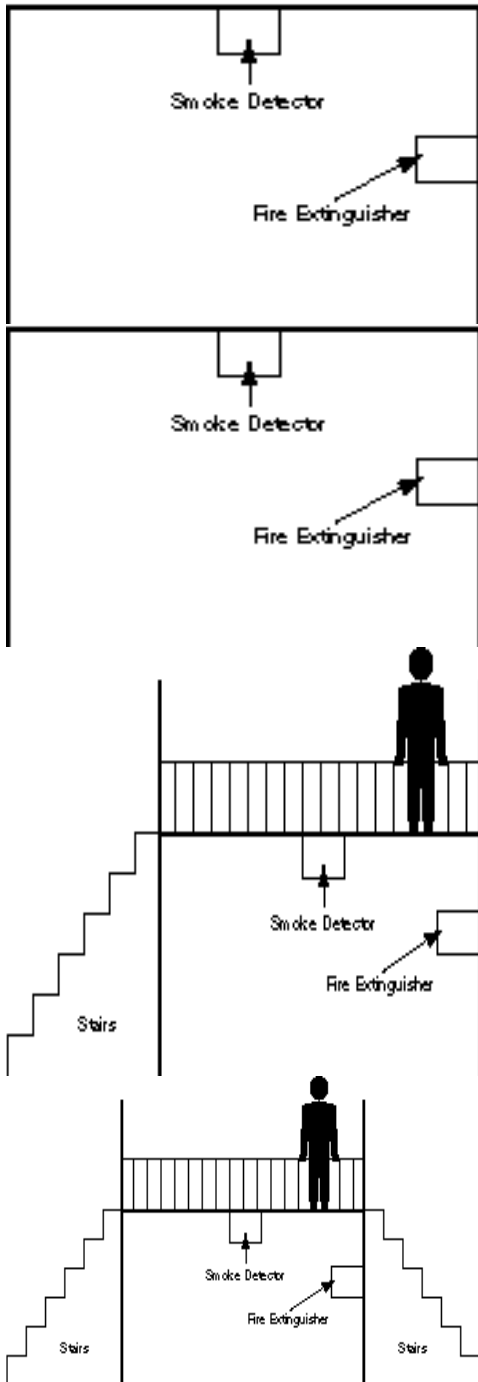
### D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), contact:  
 Event Management  
 Orange County Convention Center  
 Phone: (407) 685-9882  
 Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), contact:  
 Orange County Fire Rescue Services Department  
 Phone: (407) 685-9811  
 Fax : (407) 685-9866



**Covered Exhibits**

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

**Covered Booth, Tent and Theatre**

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

**Multi-Level Exhibits**

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

**Multi-Level Exhibits**

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

## ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

### 1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

### 1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

## 2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

#### Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

#### Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

<b>Aisles</b>	<b>NFPA 101</b>	<b>*Alternate</b>
Classroom	63" (44+19)	85" (66+19)
Banquet	82" (44+19+19)	104" (66+19+19)
General Session	44"	66"
Exhibits	44"	66"

*Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.*

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

<b>Aisle Access ways</b>	<b>NFPA 101</b>
Classroom	36" (average)
Banquet	56" (average)
General session 14 seats per row	12"
General session >14 seats per row	12" + 0.3" each chair (max 22")
General Session Dead-end 7 per row	12"
General Session Dead-end > 7 per row	12" + 0.6" each chair

*(Note: dead-end rows may not exceed 30 feet)*

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

### 3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

## 4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

## 5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

## 6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

## 7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

## 8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

## 9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.



## 10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

## 11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

## 12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.



### Exhibitor Services

Exhibitor Company Name:	Show Name: <b>RFID JOURNAL LIVE 2018</b>
Billing Company Name:	Show Dates: <b>4 / 10 / 18 To 4 / 12 / 18</b>
Billing Company Address:	Incentive Order Deadline: <b>3/18/18</b>
City, State / Country, Zip:	Booth / Room #:
Contact:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

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.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=075](http://orders.smartcitynetworks.com/tc.aspx?center=075)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
--	---

<p><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up <b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Premium High Speed Wired Internet No Wired or Wireless Routers</b></p> <p>Shared Connection speeds up to 10Mbps <b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Wired Cyber Cafe</li> <li>• Social Media Feeds</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Static Private IP Address</b></p>	<p><b>Wireless Internet Custom Order</b></p> <p><b>5GHz only in Exhibit Hall</b></p> <p><b>Call 888-614-2637 for pricing and availability</b></p>
--	--	---

**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/Ordering.aspx](http://orders.smartcitynetworks.com/Ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 21 days prior to 1<sup>st</sup> day of show move-in\*\*\***

	QTY	Incentive	Base	On-Site	Total
<b>1. Shared Internet Services – Routers Prohibited</b>					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
<b>2. Dedicated Internet Services – Routers Supported</b>					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
<b>3. Internet Equipment &amp; Labor</b>					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
<b>4. Voice Services: PBX Service – Domestic LD Included</b>					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
<b>5. Special Quote – Attachment A or Statement of Work (if applicable)</b>					
<b>6. Distance Fee - \$500 Internet/\$100 Phone for each line outside convention venue x (# of lines)</b>					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
			<b>SUBTOTAL</b>		
			<b>ESTIMATED 10% TAX / FEES</b>		
			<b>GRAND TOTAL</b>		
<b>Send Completed Orders with Payment and Floor Plan To:</b> SMART CITY SOLUTIONS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>					
<b>Effective January 1, 2017 – December 31, 2017</b>			<b>Customer No: 2017-075-</b>		

**INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT**

# Network Security Declaration

Center: Orlando's OCCC (075) - FL  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2017 - 075 -

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 \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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 Agreement

Center: Orlando's OCCC (075) - FL  
Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2017 - 075 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 a / g / n network. Smart City operates multiple Cisco wireless networks utilizing over 1000 access points throughout the Orange County Convention Center. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

## Pay-Per-Day Products

- 2.4 GHz 802.11 g / n: Complimentary basic Wi-Fi® available in the Facility's public space. For business class speeds utilizing a 2.4 GHz network Instant Internet (up to 512 Kb) is available as an on-site pay per day service in the Facility's public space.
- 5 GHz 802.11 a / n: Exhibitor Internet (up to 1.5 Mb) is available as an on-site pay per day service in all areas of the Facility including the Exhibit Hall, Meeting Rooms and Public Space. 5 GHz wireless adaptors are available for purchase on-site at the Smart City Service Desk or by calling Smart City at (407) 685-2000.
- Wireless speeds and accessibility depend on the wireless environment in a local area.

## Custom Wireless Networks

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

## Internal Networks

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. 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 Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

## Customer Acceptance

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 does **NOT** recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired CAT5 connection. 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.

**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. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL  
 Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2017 - 075 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication 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 (Telephone, 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.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**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.



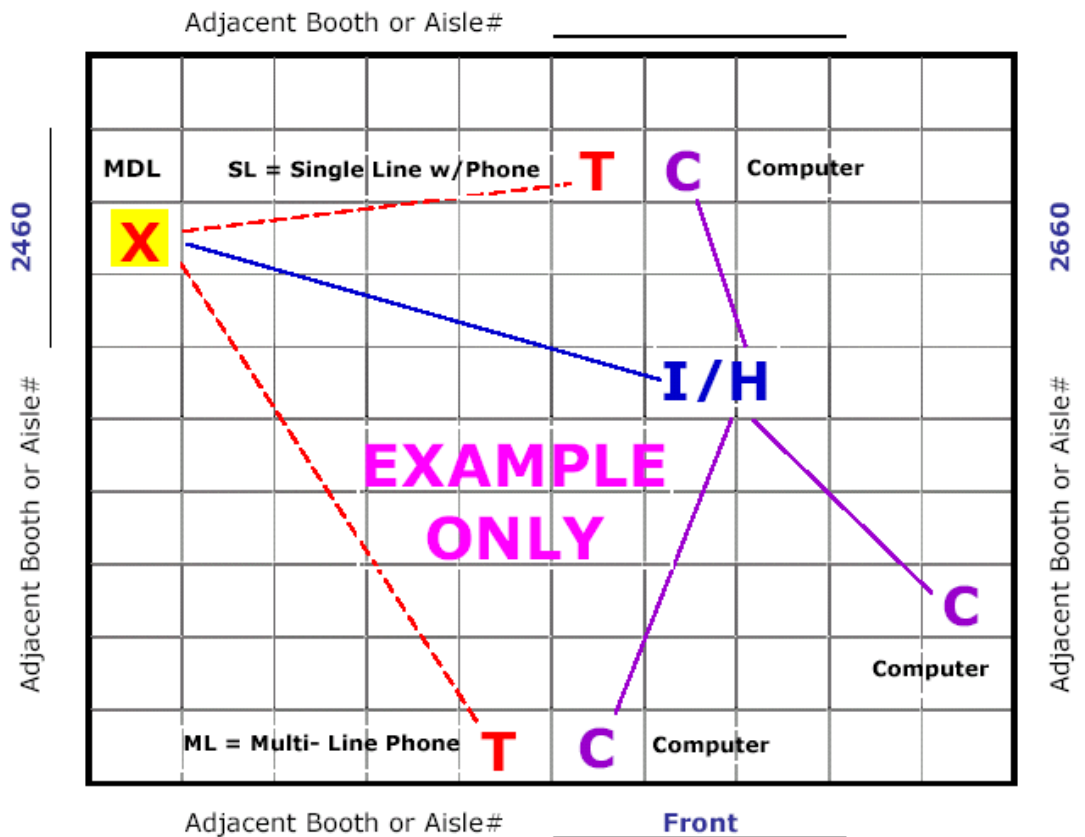
# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2017 - 075 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication 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 (Telephone, 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).



**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.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

**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) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



# Lead Management Order Form

**2018 RFID Journal Live!** April 10 - 12, 2018 • Orlando, Florida

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Check if information is for:  Exhibiting Company  Third Party 3rd Party Company (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Select your preferred system	on or before 2/13/18	from 2/14/18 to 2/28/18	after 2/28/18	number of units	sub total	TOTAL
<b>SWAP<sup>®</sup> "3 Pack"</b> One license and three activations.	\$499	\$499	\$499		\$	
<b>Additional SWAP Activations</b> Additional activations available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event.					SWAP Total	\$
<b>Optium<sup>™</sup> RT2000</b> Includes Optional Custom Survey	\$470	\$545	\$575		\$	
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$100	\$125		\$	
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$	
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$	
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$	
<b>See page 2 for system descriptions and requirements.</b>					Sub-Total	\$
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					Processing Fee *	\$ 9.99
					(Applicable to phone or faxed orders)	
					6.5% Sales Tax	\$
					<b>Total</b>	<b>\$</b>

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
  - All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
  - Orders canceled within 30 days of the show will not be refunded.
  - Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- \* **Processing Fee** is waived when order is placed online.

**Order Online:** <https://exhibitor.experientswap.com>  
**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703  
**Order by Fax:** 301.694.3286

## Payment Method

- Check (Orders cannot be processed unless received with payment.)  
 Visa  MasterCard  American Express  DISCOVER

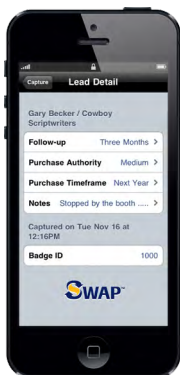
Signature: \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

## For Assistance Contact:

Jessica Quinteiro  
**P:** 888.889.4674  
**E:** [jessica.quinteiro@experient-inc.com](mailto:jessica.quinteiro@experient-inc.com)

*It is against Experient's security policy to accept credit card information via email.*

## Descriptions & Requirements



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up



### Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

### SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event



# Get noticed

*With exhibitor catering*

Increase traffic to your booth

Booth Catering 407-685-5562

[MENU](#)

[ORDER FORM](#)



**Centerplate**



# Audio Visual Services Order Form



Phone: (800-967-2419)  
 Fax: 770-451-7925  
 service@onservices.com

QTY	VIDEO PLAYERS & COMPUTERS	SHOW RATE	TOTAL
	DVD Player (Standard)	\$95.00	
	Blu-ray Player	\$150.00	
	Windows Laptop with Microsoft Office	\$300.00	
	MacBook Pro	\$450.00	
	<i>other accessories available upon request</i>		
QTY	VIDEO DISPLAYS	SHOW RATE	TOTAL
	*** Where needed, check <i>Wall Mount</i> or <i>Table Stand</i> ***		
	Some monitors and mounts may require labor. See terms.		
	22" - 24" LCD Monitor <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$250.00	
	32" LCD Display <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$500.00	
	42" LCD Display <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$700.00	
	55" LCD Display <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$900.00	
	60" LCD Display <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1100.00	
	<i>- other sizes available upon request</i>		
	42" TOUCH SCREEN Display <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1350.00	
	55" TOUCH SCREEN Display <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1600.00	
	<i>- other sizes available upon request</i>		
	42" Smart TV w/USB input <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$850.00	
	55" Smart TV w/USB input <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1025.00	
	<i>- other sizes available upon request</i>		
	Monitor Floor Stand (Dual Post for 32" - 60" Displays)	\$125.00	
	HDMI Video Cable (10' to 25') - <i>other cables available upon request</i>	\$25.00	
QTY	PROJECTION EQUIPMENT	SHOW RATE	TOTAL
	LCD Projector, 3500 Lumen	\$900.00	
	42" Projector Cart w/drape	\$60.00	
	6' - 8' Tripod Screen - <i>larger sizes available upon request</i>	\$90.00	
QTY	AUDIO EQUIPMENT	SHOW RATE	TOTAL
	Wireless Microphone Kit (Handheld or Lav)	\$275.00	
	Wired Handheld Microphone	\$75.00	
	Powered Speaker with Floor Stand	\$150.00	
	Sound System #1: 2 Speakers w/stands, 1 Wired Mic, 1 Mixer	\$425.00	
	Sound System#2: 2Speakers w/stands, 1 Wireless Mic, 1 Mixer	\$675.00	
	Multimedia/Computer Speakers	\$45.00	
		Equipment Total	
		Delivery/Pick Up 15%, min. \$95	
		8.5% Sales Tax	
		3% Card Fee	
		<b>Grand Total</b>	
		<b>Booth#</b>	

# Audio Visual Services Order Form



Phone: (800-967-2419  
 Fax: 770-451-7925  
 service@onservices.com

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:			
Email: (Confirmation of order will be sent here)					
AMEX/Visa/MC#:					
CW#:		Exp. Date:			
Cardholder Name:		Signature:			

**Pricing:**

Orders must be received by **7 business days prior to scheduled setup** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show. 3% will be added for credit card processing if paying by credit card.

**Delivery:**

An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

**Labor, Installation & Dismantle (I&D):**

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$75 per hour, per technician. ON Services does not supply labor to mount hanging brackets to your booth. This must be done prior to ON Services setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

**Equipment:**

For equipment not listed, please contact us for a complete list of inventory items. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period, which is anytime after delivery and before pickup of equipment.

**Guarantee:**

Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. ON Services will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

**Cancellation:**

Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

**Payment:**

All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed.



**AASE LLC**

B2500153

573 Sienna Dr. Kissimmee, FL 34759

Phone: (321) 202-9882

[AccountsReivable@AASE1.com](mailto:AccountsReivable@AASE1.com)

Booth Monitoring Personnel to be provided exclusively by AASE.

NUMBER OF PERSONNEL	BOOTH NUMBER	FROM DATE / TIME	TO DATE / TIME	TOTAL HOURS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SPECIAL INSTRUCTIONS (Use additional page if necessary) TOTAL NUMBER OF MAN HOURS \_\_\_\_\_

Total Man Hours \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**6.5% FL Tax on Sub Total** \$ \_\_\_\_\_

INCENTIVE ORDER	DISCOUNT	28 DAYS BASE BEFOR EVENT	ON SITE		
Unarmed Monitor:	\$ 32.00	\$38.00	\$ 42.00	Sub Total	\$ _____
				<b>5% OCCC Surcharge</b>	\$ _____
BOOTH SIDE BY SIDE with One Monitoring Person	\$ 45.00	\$ 52.00	\$57.00	Sub Total	\$ _____
				Add 7% in U.S or 9% out of U.S Service Charge for Credit Card	\$ _____
				<b>Total</b>	\$ _____

**RULES AND REGULATIONS**

- 1) All Booth Monitoring personnel must be provided through AASE.
- 2) Booth Monitoring personnel will remain on duty until released, exhibitor is responsible for any additional charges.
- 3) There is a minimum of Six (6) hours per person per shift.
- 4) Armed monitor must be placed a minimum of 96 hrs. in advance.
- 5) Booth Monitoring orders placed less than 72 hrs. in advance are not guaranteed.
- 6) NO refunds after 72 hrs. prior to the first day of move in.
- 7) AASE reserves the right to decline a booth order within 14 days of the event based on the number of orders and staffing levels to fulfill orders.

Full payment must be received prior to processing any booth order  
**ADVANCE PAYMENT MUST BE RECEIVED AT LEAST 28 DAYS PRIOR TO THE FIRST SHOW DAY TO QUALIFY FOR DISCOUNT (INCENTIVE RATES). BASE RATES APPLY TO ALL ORDERS / PAYMENTS RECEIVED AFTER THE 28 DAY DEADLINE. ALL PAYMENTS MUST BE MADE IN FULL BY CASH OR CHECK OR MONEY ORDER (PAYABLE IN U.S. FUNDS ON U.S. BANKS). Add 7% Service Charge for Credit Card VISA, MASTER CARD, DISCOVER, AMERICAN EXPRESS, NO PURCHASE ORDERS ACCEPTED.**



**PLEASE PRINT OR TYPE:**

NAME OF EVENT: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

EXHIBITOR NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX NO. \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUTHORIZED PERSON SIGNATURE: \_\_\_\_\_

I AUTHORIZE AASE TO CHARGE MY CREDIT CARD ACCOUNT FOR THE AMOUNT STATED ON PAGE 1

NOTE: SHOULD THE ACTUAL COST EXCEEDS THE ESTIMATED AMOUNT; PLEASE INDICATE WHETHER YOU WOULD LIKE AASE TO CHARGE THE AMOUNT DUE AT THE END OF THE EVENT TO THE SAME CARD:

---

Payment in Full Must Be Rendered before Service is Provided

**Remit to: AASE 573 Sienna Dr. Kissimmee, FL 34759**

Form of Payment: \_\_\_\_\_ Company Check or Money Order in the amount of \$ \_\_\_\_\_ (Made payable to AASE.)

Visa, \_\_\_\_\_ Master Card \_\_\_\_\_, Discover Card \_\_\_\_\_, **American Express** \_\_\_\_\_

(Add 7% in U.S.A. or 9% out of U.S.A **Processing & Handling Charge for Credit Card**) \$ \_\_\_\_\_)

Credit Card: # \_\_\_\_\_ Valid Thru # \_\_\_\_\_ SC# \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

ADDRESS FOR CARD: \_\_\_\_\_

AASE is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to AASE negligence or failure to perform. AASE its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement holds AASE harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personnel damages and any claims arising from engaging in business as an exhibitor. \* Subject to OCC Administration Fee as outlined in the Rules and Regulations of the Center.

**INVOICING INFORMATION:**

Please indicate who should receive the final invoice, and check which method to utilize for delivery:

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Office use only:**

Order Received on: \_\_\_\_\_ Client Confirmed on: \_\_\_\_\_

CC Original Charge Charged on: \_\_\_\_\_ Approval code: \_\_\_\_\_

CC Final Charge Charged on: \_\_\_\_\_ Approval code: \_\_\_\_\_

Check Process Deposited on: \_\_\_\_\_ Check Number: \_\_\_\_\_

Order submitted to Manager on: \_\_\_\_\_ Manager Name: \_\_\_\_\_

**AASE Thanks you for your business.**