



WELCOME!

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

Dear RFID Journal LIVE! 2020 Exhibitor,

Welcome and thank you for choosing to exhibit at RFID Journal LIVE! 2020, September 9-11 at the Orange County Convention Center in Orlando, Florida.

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 Deadlines 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!**

In the event you are unable to find the information you need to make your participation a success, please feel free to contact Sandra LaFrance, Operations Manager, at (786) 863-0040 or Sandra.LaFrance@emeraldx.com.

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



GENERAL SHOW INFORMATION

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

Location

Orange County Convention Center
9800 International Drive
Orange County, FL 32819

www.occc.net

RFID Journal LIVE! 2020 Exhibit Hall: West Building, Hall C

Exhibit Hall Hours

Move-In

Tuesday, September 8	8:00 am – 6:00 pm	*overtime charges apply after 5pm
Wednesday, September 9	8:00 am – 4:30 pm	

All Exhibits must be completed and show-ready by 4:30 p.m. on Wednesday, September 9.

Exhibit Hall Open

Wednesday, September 9	6:30 pm - 8:15 pm
Thursday, September 10	11:00 am - 5:30 pm
Friday, September 11	10:30 am - 3:00 pm

On 9/9 and 9/10, exhibitors are allowed access to the exhibit hall one hour after posted official show hours.

On 9/10 and 9/11, exhibitors are allowed access to the exhibit hall one hour prior to posted official show hours.

Move-Out

Friday, September 11	3:00 pm - 8:00 pm
----------------------	-------------------

*All transportation carriers (trucking companies) must check in no later than **7:00 pm on Friday, September 11** for freight pickup.*

Shipping Deadlines

Advance Warehouse	August 11-September 1, 2020
Direct to Show Site	September 8, 2020 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 2020! floor plan.



DEADLINES CHECKLIST

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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.

<u>DEADLINE</u>	<u>ACTION ITEM</u>
ASAP	Book your hotel reservation through RFID's Official Hotel Vendor for the best rates **NOTE: Click here for exhibitors booking a sub-block of 6 rooms or more.
ASAP	Review revised Exhibit Display Guidelines
ASAP	Review your company's Exhibitor Console online. Click here to access your booth invoices/payments, marketing opportunities, online booth profile and more
ASAP	Register for staff badges and conference programs
August 26	Request customized electronic event brochure
July 24	Final booth and sponsorship payment due
July 15/July 30	Lead Retrieval
August 11	Shepard Discount Deadline – custom rentals
August 11	Submit proof of insurance
August 11	Exhibitor-Appointed Contractor forms due
August 11	First day freight can arrive at advance warehouse
August 11	Hanging Sign/Truss Order Forms – order through Shepard orlando@shepardes.com or 407/888-9669
August 14	Electrical Services
August 19	Shepard Discount Deadline – standard rentals
September 1	Last day freight can arrive at advance warehouse without surcharge
September 8	First day freight can arrive at show site
ASAP	Booth Catering



STAFF CONTACT LIST

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

OPERATIONS/LOGISTICS TEAM CONTACTS

Sandra LaFrance, Operations Manager
Tel: 786-863-0040
Email: sandra.lafrance@emeraldx.com

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

Sarah Gough, Marketing Manager
Tel: 770-291-5519
Email : sarah.gough@emeraldx.com

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

Toni Ward, Sr. Conference Manager
Tel: 404-313-8476
Email: antoinette.ward@emeraldx.com

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

SALES TEAM CONTACT

Matthew Singer, Sr. Director of Sales
Tel: 212-584-9400 ext. 03916
Email: 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

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

AUDIO VISUAL

LMG/Orange County CC
Tel: 470/685-9889
<https://order.lmg.net/>
www.lmg.net

BOOTH CLEANING

Shepard
Tel: 407/888-9669
orlando@shepardes.com
www.shepardes.com/intro.asp

BUSINESS CENTER

FedEx Office Print & Ship Center
Located in the West Concourse
Tel: 407/363-2831
Fax: 407/363-4731
Usa3996@fedex.com

CARPET

Shepard
Tel: 407/888-9669
orlando@shepardes.com
www.shepardes.com/intro.asp

CATERING/FOOD & BEVERAGE

Centerplate
Tel: 407/685-5760
kelsey.kercado@centerplate.com

ELECTRICAL/LIGHTING

Orange County Convention Center
Tel: 800/345-9898
Fax: 407/685-9884
www.occc.net

EXHIBITOR SERVICES, RENTAL, LABOR

Shepard
Tel: 407/888-9669
orlando@shepardes.com
www.shepardes.com/intro.asp

FREIGHT AND SHIPPING

Shepard
Tel: 407/888-9669
orlando@shepardes.com
www.shepardes.com/intro.asp

GRAPHICS/SIGNAGE

Shepard
Tel: 407/888-9669
orlando@shepardes.com
www.shepardes.com/intro.asp

HOTEL/HOUSING

EventSphere
Tel: (864) 208-2945
<https://www.rfidjournallive.com/hotel-travel/hotel/>

INSURANCE FOR PURCHASE

Marsh/Total Event Insurance
emeraldexhibitor@totaleventinsurance.com

LEAD RETRIEVAL

Experient
Michelle Willever
Tel: 888/266-6802
michelle.willever@experient-inc.com

SHIPPING SERVICES

Shepard
Tel: 407/888-9669
orlando@shepardes.com
www.shepardes.com/intro.asp

TELEPHONE/INTERNET

Smart City
Tel: 888/446-6911
csr@smartcity.com
www.smartcity.com

VENUE/FACILITY

Orange County Convention Center
Tel: 800/345-9845
Fax: 407/685-9884
www.occc.net



RFID
JOURNAL
LIVE!

SEPTEMBER 9 - 11, 2020

ORANGE COUNTY CONVENTION CENTER
ORLANDO, FLA.

18TH ANNUAL CONFERENCE AND EXHIBITION

RFID JOURNAL LIVE! 2020

EXHIBITOR MARKETING TOOLS AND SERVICES

Sarah Gough

Marketing Specialist

678-923-3130

sarah.gough@emeraldx.com

Matthew Singer

Senior Director of Sales

631-770-3916

matthew.singer@emeraldx.com

Toni Ward

Senior Conference Manager

404-313-8476

antoinette.ward@emeraldx.com

KEY DEADLINE DATES:

PROGRAM GUIDE
COMPANY
DESCRIPTION

**JULY 3
2020**

PROGRAM GUIDE
AD ARTWORK DUE

**JULY 20
2020**

SUBMIT PRODUCT
ANNOUNCEMENT

**JULY 31
2020**



RFID
JOURNAL
LIVE!

SEPTEMBER 9 - 11, 2020

ORANGE COUNTY CONVENTION CENTER
ORLANDO, FLA.

18TH ANNUAL CONFERENCE AND EXHIBITION

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
REQUEST NOW THRU: AUG. 26, 2020	Customized Electronic Event Brochure FREE SERVICE Have your new product information featured in an e-mail sent out prior to the event. Send your announcements to Sarah Gough (sarah.gough@emeraldx.com).
REQUEST NOW THRU: JULY 31, 2020	New Product and News Announcements FREE SERVICE Have your new product information featured in an e-mail sent out prior to the event. Send your announcements to Sarah Gough (sarah.gough@emeraldx.com).
REQUEST NOW THRU: JULY 20, 2020	Program Guide Ad Place an ad in the official event program guide that will be distributed to all attendees. Contact sales@rfidjournal.com for details.
REQUEST NOW THRU: AUG. 12, 2020	Customized Videos Create customized content that can be used after the event to showcase your brand and product. Contact sales@rfidjournal.com.
REQUEST NOW THRU: SEP. 2, 2020	Promotional Banners FREE SERVICE Maximize your exposure at our events and help build awareness about the benefits of RFID by promoting our events on your company's website and in your newsletters. Contact Sarah Gough (sarah.gough@emeraldx.com) to request banners.



RFID
JOURNAL
LIVE!

SEPTEMBER 9 - 11, 2020

ORANGE COUNTY CONVENTION CENTER
ORLANDO, FLA.

18TH ANNUAL CONFERENCE AND EXHIBITION

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

As online channels, including social media, get saturated by sales pitches, it is more vital than ever to foster intimate relationships with existing customers and have face-to-face meetings with potential customers. Engaging clients and prospects in an interactive setting is the best way to garner new business and close deals. RFID Journal LIVE! offers a variety of tools to help you bring clients and prospects to the event for face-to-face meetings and to attract attendees to your booth.



RFID
JOURNAL
LIVE!

SEPTEMBER 9 - 11, 2020
ORANGE COUNTY CONVENTION CENTER
ORLANDO, FLA.
18TH ANNUAL CONFERENCE AND EXHIBITION

Shenzhen Chainway Information Technology Co., Ltd

CHAINWAY®

Booth 3012

ATTEND THE WORLD'S LARGEST AND MOST IMPORTANT EVENT FOCUSED ON RFID AND IOT TECHNOLOGIES

THIS IS THE ONLY PLACE WHERE YOU CAN:

<p>LEARN HOW TO OPTIMIZE YOUR BUSINESS OPERATIONS WITH RFID</p>	<p>HEAR FROM RFID JOURNAL AWARD WINNERS</p>
<p>COMPARE PRODUCTS FROM 150+ LEADING EXHIBITORS</p>	<p>VIEW DEMOS IN REAL-TIME</p>
<p>LEARN FROM 100+ EDUCATIONAL SESSIONS</p>	<p>NETWORK FACE-TO-FACE WITH RFID INDUSTRY LEADERS</p>
<p>GET RFID PROFESSIONAL INSTITUTE CERTIFICATION TRAINING</p>	<p>ATTEND THE CO-LOCATED IEEE RFID 2020 TECHNICAL CONFERENCE</p>

REGISTER BY JAN. 31 AND SAVE UP TO \$700 OFF ONSITE PRICES PLUS, SAVE AN EXTRA 10% OFF YOUR PASS WITH CODE NEWYEAR



CORNERSTONE SPONSOR



**YOUR
COMPANY
NAME AND
LOGO HERE**

CUSTOMIZED EVENT BROCHURE

Submission Deadline: **Aug. 26, 2020**

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.



RFID
JOURNAL
LIVE!

SEPTEMBER 9 - 11, 2020

ORANGE COUNTY CONVENTION CENTER
ORLANDO, FLA.

18TH ANNUAL CONFERENCE AND EXHIBITION

OFFICIAL EVENT PROGRAM GUIDE

Requests must be received by: **July 1, 2020**

Artwork due by: **July 20, 2020**

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: **Aug. 12, 2020**

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.rfidjournal.com/live/for-exhibitors/resources. For more information please contact **Matthew Singer** 631-770-3916.

EXHIBITOR CONSOLE

RFID Journal Live! 2020 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

Attendee Outreach

Search our database of preregistered attendees by industry, product interest and other criteria and invite them to your booth

WE LOOK FORWARD TO SEEING YOU IN ORLANDO ON SEPTEMBER 9-11, 2020



A-Z EXHIBITOR INFORMATION

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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 Matthew Singer msinger@rfidjournal.com Phone: 212-584-9400 x03916.

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. Registration for exhibitor badges and conferences may be done through the [Exhibitor Portal](#).

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 Aventura, 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)

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

ELECTRICAL

All electrical must be ordered through Commonwealth Electric. Electrical is programmed for the amount of power 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 **August 11, 2020**.

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 Matt Singer 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 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)

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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! 2020. 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.

PARKING

Exhibitors at the Orange County Convention Center will find designated parking areas for both buildings: the West and the North/South. In addition to these on-site parking lots, exhibitors may also have the option of parking in the Destination Parkway Garage, which is operational depending on show activity. For those who plan on driving to the convention center, event-specific parking areas will be listed on overhead electronic signage on International drive and the surrounding area. Overnight parking is not allowed at the Orange County Convention Center. Additional parking information can be found [here](#).

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)

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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 Sandra LaFrance at sandra.lafrance@emeraldx.com for specific information.



SECURITY TIPS

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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.



INSURANCE REQUIREMENTS

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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 August 11.*

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, 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, shall be furnished to Emerald 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.

[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, \$2,000,000 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.

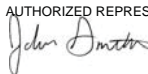
Apply for insurance coverage online

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

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

ACORD 1. CERTIFICATE OF LIABILITY INSURANCE		DATE				
PRODUCER 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. INSUREERS AFFORDING COVERAGE				
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819		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:				
COVERAGES 3. 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	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. 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	01/01/20	01/01/21	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
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	01/01/20	01/01/21	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/20	01/01/21	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 \$	A4145-SS-PJ37	01/01/20	01/01/21	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				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 5. Emerald (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 and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, 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 shall be excess and non-contributory. Show date(s) are: September 9-11, 2020 in Orlando, FL.						
CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION 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				
6. Emerald / RFID Journal Live! 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Sandra LaFrance		AUTHORIZED REPRESENTATIVE  10.				

- 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 (Show Management), Shepard (Official Service Provider), RFID Journal Live (Show) and The Orange County Convention Center (Facility) as additional insured on a primary and non-

- contributory basis. Show dates are September 9-11, 2020.
- CERTIFICATE HOLDER: Emerald - RFID Live!, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, , Attn: Sandra LaFrance
- 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)

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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 August 11. 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.*

EXHIBIT DISPLAY REGULATIONS – LINEAR BOOTH

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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

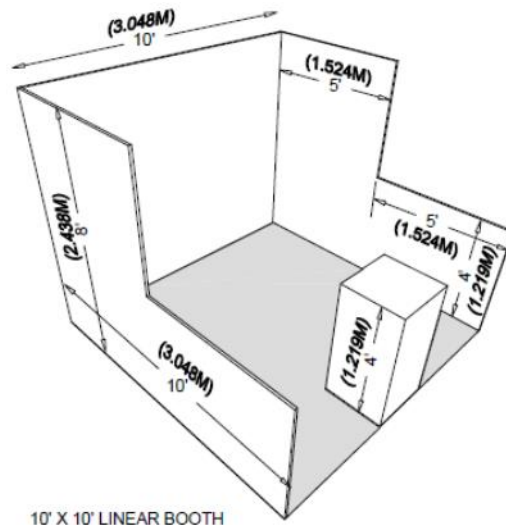
8-foot high blue back drape, 3-foot high blue side drape, 7-inches x 44-inches ID sign

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.

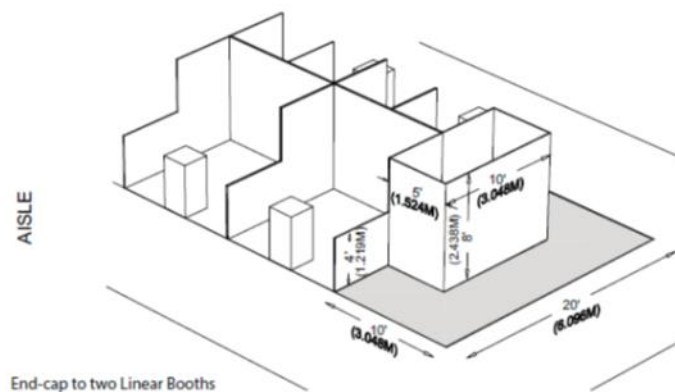
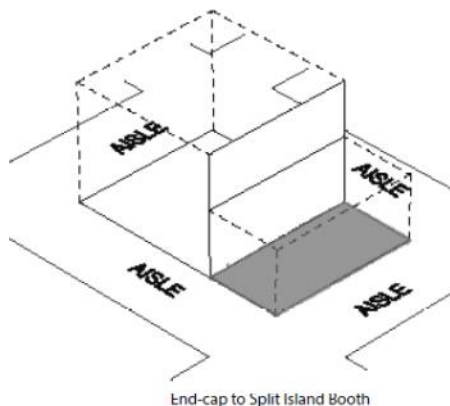


EXHIBIT DISPLAY REGULATIONS – PENINSULA BOOTH

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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-feet by 20-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 August 11.

Finished Surfaces

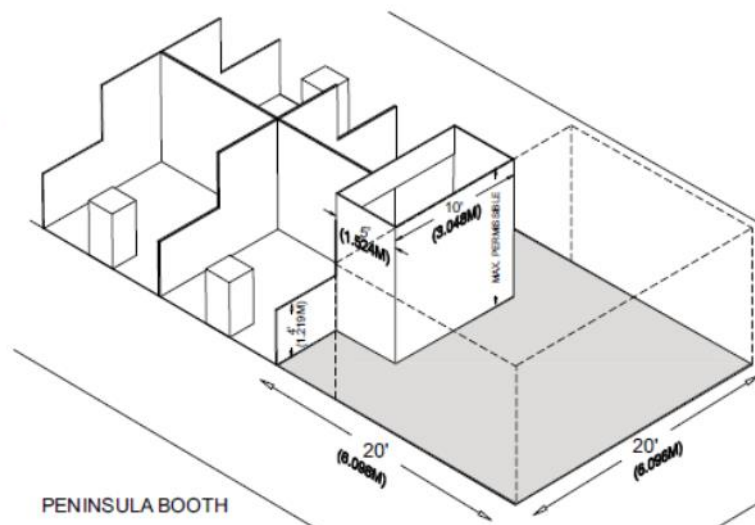
All back walls, side walls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement, graphic or promotion must face into the aisle.

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 the Orange County Convention Center in writing at least 30 days in advance of the event. All local fire regulations must be followed.



September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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-feet by 20-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 August 11.

Finished Surfaces

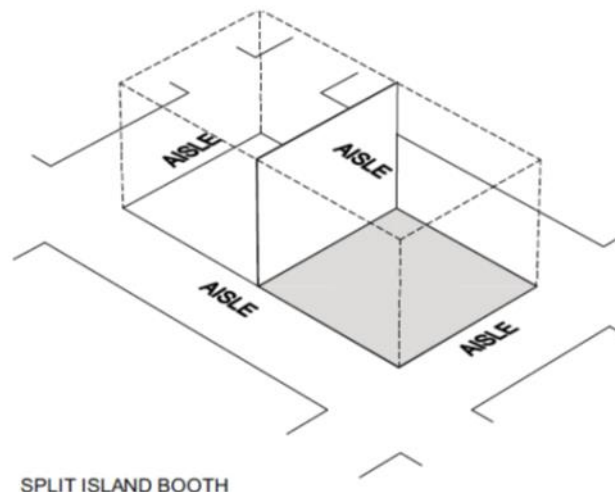
All back walls, side walls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement, graphic or promotion must face into the aisle.

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 the Orange County Convention Center in writing at least 30 days in advance of the event. All local fire regulations must be followed.



September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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-feet by 20-feet or 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 August 11.

Finished Surfaces

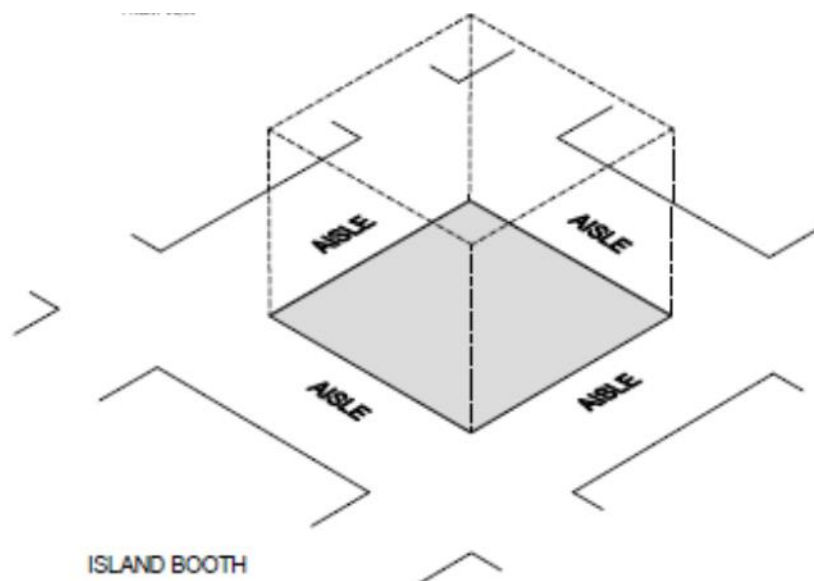
All back walls, side walls or any other exposed areas of the display must be draped or finished surfaces.

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 the Orange County Convention Center in writing at least 30 days in advance of the event. All local fire regulations must be followed.





RULES & REGULATIONS

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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 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.
- RFID 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 forklifts. 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.



RULES & REGULATIONS

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

- 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 Shepard 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 Dismantle

- 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.



RULES & REGULATIONS

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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.



RULES & REGULATIONS

September 9-11, 2020 • Orange County Convention Center • Orlando, FL

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 4:00pm on Wednesday, September 9, 2020 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.



Show Information

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Event Code: F151900920
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301
mail: 1701 Boice Pond Rd., STE 101,
Orlando, FL 32837

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

Exhibit Show Schedule

General Exhibitor Move-in:	Tuesday, September 8, 2020	8:00 AM	to	6:00 PM	
	Wednesday, September 9, 2020	8:00 AM	to	4:00 PM	
Exhibit Hours:	Wednesday, September 9, 2020	6:30 PM	to	8:15 PM	
	Thursday, September 10, 2020	10:45 AM	to	5:30 PM	
	Friday, September 11, 2020	10:30 AM	to	3:00 PM	
Exhibitor Move-out:	Friday, September 11, 2020	3:00 PM	to	8:00 PM	
Freight Reroute Begins*	Friday, September 11, 2020	8:00 PM			<i>*All outbound carriers must be checked in by this time</i>

Shipping Addresses

See Material Handling Rate Form for all related fees.

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
9800 International Drive
Orlando, FL 32819

Important Deadlines

Discount price deadline for custom Shepard rentals: Tuesday, August 11, 2020
Exhibitor appointed contractor notification deadline: Tuesday, August 11, 2020
First day for warehouse deliveries without a surcharge: Tuesday, August 11, 2020
Discount price deadline for standard Shepard orders: Wednesday, August 19, 2020
Last day for warehouse deliveries without a surcharge: Tuesday, September 1, 2020
Last day for warehouse deliveries*: Friday, September 4, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Tuesday, September 8, 2020 at 8:00 AM



Outbound Information

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

Event Code:	F151900920
email	orlando@shepardes.com
phone	(407) 888-9669
fax	(407) 888-2301

Shepard Mailing Address 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

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

Service Desk Hours (subject to change)

Tuesday, September 8, 2020	8:00 AM	to	6:00 PM
Wednesday, September 9, 2020	8:00 AM	to	4:00 PM
Wednesday, September 9, 2020	6:30 PM	to	8:15 PM
Thursday, September 10, 2020	10:45 AM	to	5:30 PM
Friday, September 11, 2020	10:30 AM	to	3:00 PM
Friday, September 11, 2020	3:00 PM	to	8:00 PM

Exhibitor Move Out

Friday, September 11, 2020 3:00 PM to 8:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Friday, September 11, 2020 8:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, September 11, 2020 8:00 PM

Post Show Paperwork & Labels

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

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

Pick Up Address

Orange County Convention Center
9800 International Drive
Orlando, FL 32819

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

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code:

F151900920

email

orlando@shepardes.com


phone

(407) 888-9669

fax

(407) 888-2301

Online Ordering is Easy!

Go to: www.shepardes.com/intro.asp**CLICK ON** RFID JOURNAL LIVE! Conference & Exhibition**Login** from the Show Information page by clicking  at the top right corner of the page.**Enter** your email address and password then click **NEW users:** User name = Your Email Address (provided by Event Management)

Password = RFID20

Prior users: User name = Your Email Address

Password = Your pre-existing password


Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com

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

After making your selections, click the  button on the bottom right of the page.To view your order click the  Shopping Cart Icon at the top right of the page.Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

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

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service**(407) 888-9669**orlando@shepardes.com



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code: F151900920
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301
mail: 1701 Boice Pond Rd., STE 101, Orlando, FL 32837

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

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, 10010-Change Of Payment Method Transaction Fee

Please complete the following information:

Exhibiting Company Information

Company Name: _____ Booth #: _____
Street Address: _____ Phone: _____
City, St, Zip: _____ Fax: _____
Contact Name: _____
Email: _____

Credit Card Information

(Required for all forms of payment)

Check Wire Transfer



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: _____
Expiration Date: Month _____ Year _____ Security Code _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: (Please Print) _____
Signature: _____

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

Wire Transfers

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 & Exhibi

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

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

TAX EXEMPT? Please submit tax exemption certificate to: orlando@shepardes.com

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

You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

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

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or 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.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party

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.

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file 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.

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.

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. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

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.

Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

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.

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. 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 their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



3rd Party Payment Authorization

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Event Code: F151900920
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301

Deadline Tuesday, August 11, 2020

Return this form when a third party (any party other than exhibiting company) should be billed for services.

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.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name: _____ Booth #: _____

Exhibiting Company Address: _____

Phone: _____

Email Address: _____

Exhibiting Company Authorized Name - Please Print: _____

Signature from Exhibiting Company: _____

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

All Services

- Booth Cleaning
- Carpet
- Exhibit Rentals
- Installation/Dismantling Labor
- Logistics/Transportation
- Material Handling
- Furniture
- Overhead Rigging/Labor
- Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email Address: _____

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

Credit Card Information

(Required for all forms of payment)



Credit Card #: _____

Expiration Date: Month: _____ Year: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)

Signature: _____



Exhibitor Appointed Contractor

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Due By: Tuesday, August 11, 2020

Event Code:	F151900920
email	orlando@shepardes.com
phone	(407) 888-9669
fax	(407) 888-2301

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

Exhibiting

Company Name _____

Booth # _____

Email Address: _____

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

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

Exhibitor Appointed Contractor _____

Contact Name _____

Street Address _____

City _____

Phone # _____

Description of proposed service for Exhibitor _____

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

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

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

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

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

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

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

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

Exhibitor Signature: _____

SHEPARD LOGISTICS

EFFICIENT. ON TIME. GUARANTEED.

Enjoy Convenience and Confidence. With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



Inbound and Outbound Services

- Small package
- Standard ground
- Next Day, 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume Discounts
- Caravan Services



Material Handling

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



Shepard Value-Added Services

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel onsite at your service for assistance



Want to learn more?

Contact us.

logistics@shepardes.com

888-568-8858

Shipping vs. Material Handling

MAKE FREIGHT MANAGEMENT EASY, WITH SHEPARD YOU CAN.



What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping 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 a shipment from your carrier and managing onsite handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock 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 at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge. So, keep your charges low by skidding items so that they are sure to arrive together.



Agility

Fairs & Events

The experts in International Event Logistics

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

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

**Single point of contact
for international shipping
from door to door:**

Agility Fairs and Events
1 100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 941-861-8930
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

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



www.aglfairslogistics.com/usaebrochure/



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Event Code: F151900920
email: logistics@shepardes.com
phone: (888) 568-8858
fax: (404) 596-5620

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

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

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck?
Is your building in a residential area? Do we need to go inside your office to pick up your items?
Any thing else we should know about your building

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

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Tuesday, September 8, 2020

Step 5: Tell us What we are shipping:

Table with columns for Qty, L, W, H, Weight and rows for Crates, Cartons, Cases/trunks, Skids/pallets, Carpet, Monitors, Other, Total.

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

- Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized)
Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

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

Company Booth #

Street Address City State Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Outbound Material Handling Authorization and Shipping Labels

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

\$\$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Event Code: F151900920
email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301

All outbound shipments require a **Shepard Outbound Material Handling Authorization** form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Email Address _____

Step 2: Tell us Where your items are going:

Company _____

Street Address _____ City _____ State _____ Zip _____

Step 3 How many Pieces are in your shipment?

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

Step 4: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

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

Step 5: How many Labels do you need? _____

Step 6: Who is picking up your shipment?

_____ 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.

Step 7: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Exped. Ground (3-5 days) _____ Overnight

Step 8: If your carrier doesn't show up, what do we do with your items? _____ Reroute via the show carrier (Shepard Logistics) _____ Return to warehouse (\$400.00 minimum charge)


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

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

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:00 PM
	For: RFID JOURNAL LIVE! Conference & Exhibition First day freight can arrive w/o a surcharge: August 11, 2020 Last day freight can arrive w/o a surcharge: September 1, 2020

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:00 PM
	For: RFID JOURNAL LIVE! Conference & Exhibition First day freight can arrive w/o a surcharge: August 11, 2020 Last day freight can arrive w/o a surcharge: September 1, 2020

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:00 PM
	For: RFID JOURNAL LIVE! Conference & Exhibition First day freight can arrive w/o a surcharge: August 11, 2020 Last day freight can arrive w/o a surcharge: September 1, 2020

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:00 PM
	For: RFID JOURNAL LIVE! Conference & Exhibition First day freight can arrive w/o a surcharge: August 11, 2020 Last day freight can arrive w/o a surcharge: September 1, 2020

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

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
Orange County Convention Center
9800 International Drive
Orlando, FL 32819

For:
RFID JOURNAL LIVE! Conference & Exhibition
MUST NOT BE DELIVERED PRIOR TO:
September 8, 2020 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
Orange County Convention Center
9800 International Drive
Orlando, FL 32819

For:
RFID JOURNAL LIVE! Conference & Exhibition
MUST NOT BE DELIVERED PRIOR TO:
September 8, 2020 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
Orange County Convention Center
9800 International Drive
Orlando, FL 32819

For:
RFID JOURNAL LIVE! Conference & Exhibition
MUST NOT BE DELIVERED PRIOR TO:
September 8, 2020 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
Orange County Convention Center
9800 International Drive Orlando,
FL 32819

For:
RFID JOURNAL LIVE! Conference & Exhibition
MUST NOT BE DELIVERED PRIOR TO:
September 8, 2020 @ 8:00 AM



Material Handling Rates

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code: F151900920
 email orlando@shepardes.com
 phone (407) 888-9669
 fax (407) 888-2301

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

What is Material Handling?

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

Advance Warehouse Shipments

First date freight can arrive Tuesday, August 11, 2020

Last date freight can arrive Friday, September 4, 2020

Item	Code	Weight	Price	Total
Crated	35010	_____ x	\$72.93	_____

Single pieces over 5000 pounds, machines or uncrated items cannot be accepted at warehouse.

Direct to Showsite Shipments

First date freight can arrive Tuesday, September 8, 2020

Item	Code	Weight	Price	Total
Crated	35030	_____ x	\$67.58	_____
Uncrated	35043	_____ x	\$101.25	_____

Large pieces of machinery and uncrated shipments can be accepted at showsite.

Light Weight (Shipments 40 pounds or less)

Item	Code	# of Pieces	Price	Total
First Package:	35263	_____ x	\$30.00	_____
Each Additional Package	35264	_____ x	\$5.00	_____

Other Material Handling Services

Banding Service per 4x4 skid/pallet	35490	Qty _____	\$75.00
Shrink-wrap Service per 4x4 skid/pallet	35491	Qty _____	\$75.00

Only Shepard personnel are allowed to operate mechanical equipment.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties.

All Material Handling charges are billable and will be charged to the credit card on file.

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Special Handling Definitions Rate as shown on Material Handling Rate Form, approx. 30%

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.

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

Disposal Fee

A disposal fee & minimum 1 hr. labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

Overtime/Double-time 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 the Warehouse Surcharge: 25% 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

Uncrated Shipments Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries Surcharge: 15% 35004

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

Marshaling Yard Fee: \$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 Fee: \$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 Fee: \$25.00 per piece. 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.

Light Weight Shipments

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

Envelope Deliveries Fee: \$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.

Mobile Spotting Fee: \$ 200.00 per round trip 35106

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

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

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

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

What is the definition of "freight"? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

Do I need to order a forklift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight.

What determines how much I'm charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service require

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

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

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

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual)

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule)

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, 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, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must 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.

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials

Outbound Shipping

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

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

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

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

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM
 OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday
 DT - Double-time: Holidays
 Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas

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

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

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

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

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

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

Item	Code	# of Trips	Rate	Total
Dock to Booth ST	35151	_____	\$157.96	_____
Booth to Dock ST	35152	_____	\$157.96	_____
Dock to Booth OT	35153	_____	\$216.94	_____
Booth to Dock OT	35154	_____	\$216.94	_____



Only Shepard personnel are allowed to operate mechanical equipment.

Total Estimate: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

No refunds or exchanges once service has been rendered.

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code:

F151900920

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)

All vehicles must be escorted on and off the floor by a Shepard representative.

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Friday, September 11, 2020** **8:00 PM**

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

Battery Cables must be disconnected

Gas Cap must either be taped shut or have a lockable gas cap.

Must contain less than 1/4 tank of gas.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Item	Code	Qty	Roundtrip	Total
Motorized Unit/Vehicle Spotting	35106		\$200.00	

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

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

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

Total : \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Forklift and Ground Rigging

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Labor Hours

ST - Straight time: Monday - Friday 8AM - 5PM
OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday
DT - Double-time: Holidays
Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve,

Ground Rigging and Forklift Rental

Step 1: Describe the work:

- Uncrating Materials
- Spotting Equipment
- Booth work/ground rigging

Weight of Heaviest Piece: _____

Will you need: Straps Extended Blades

Step 2: When are we moving it? (times are not guaranteed)

Install Date/Time: _____ Dismantle Date/Time: _____

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35028	ST Hourly Rental		\$231.45	\$301.00	
35039	OT Hourly Rental		\$292.55	\$380.25	
35067	DT Hourly Rental		\$314.85	\$409.25	

Forklift Rental - Up To 20,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35035	ST Hourly Rental		\$694.15	\$902.50	
35066	OT Hourly Rental		\$877.60	\$1,141.00	
35070	DT Hourly Rental		\$944.60	\$1,228.00	

Forklift Rental - Up To 10,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35029	ST Hourly Rental		\$462.75	\$601.50	
35049	OT Hourly Rental		\$585.10	\$760.75	
35069	DT Hourly Rental		\$629.10	\$817.75	

Forklift Rental - Up To 30,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35255	ST Hourly Rental		\$988.70	\$1,285.25	
35256	OT Hourly Rental		\$1,249.80	\$1,624.75	
35257	DT Hourly Rental		\$1,345.10	\$1,748.75	

Forklift Rental - Up To 15,000 # Capacity

Code	Item	Qty.	Discount	Regular	Amount
35455	ST Hourly Rental		\$617.95	\$803.25	
35456	OT Hourly Rental		\$781.15	\$1,015.50	
35457	DT Hourly Rental		\$840.70	\$1,093.00	

4 Stage Forklift Rental

Code	Item	Qty.	Discount	Regular	Amount
35593	ST Hourly Rental		\$370.75	\$482.00	
35594	OT Hourly Rental		\$468.70	\$609.25	
35595	DT Hourly Rental		\$504.40	\$655.75	

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.

Rigging Supervisor Rates (per man hour)

Code	Item	Qty.	Discount	Regular	Amount
35085	ST per man hour		\$82.20	\$106.85	
35086	OT per man hour		\$141.90	\$184.45	
35099	DT per man hour		\$164.45	\$213.80	

Riggers and Material Handlers (per man hour)

Code	Item	Qty.	Discount	Regular	Amount
35087	ST per man hour		\$67.77	\$88.10	
35100	OT per man hour		\$145.90	\$189.65	
35101	DT per man hour		\$169.44	\$220.25	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Only Shepard personnel are allowed to operate mechanical equipment.

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Forklift Estimate _____

6.500% Tax*: _____

Amount Due: _____

Company Name: _____

Booth # _____

Contact Name _____

Email: _____

Signature: _____



RFID JOURNAL LIVE! Conference & Exhibition
Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Event Code: F151900920
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301

On Site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

Step One: Tell us who you are:

Exhibiting Company Name: _____ Booth #: _____

Onsite Contact: _____ Onsite Cell 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.

Step Two: Choose the Type of storage to fit your needs

For either storage options, there is no charge to return items back to your booth at the end of the event.

Accessible Storage Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum) (35166)

Table with 4 columns: Item Code, Description, Unit, Price. Rows include Pallets/Skids (\$35.00), 1/2 a Trailer (\$80.00), Full Trailer (\$120.00), Labor ST (\$117.96), OT (\$176.94), DT (\$235.92).

Secured Storage Use this type only if you do not need your items again until the end of the event. 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. (\$100.00 Minimum). (35068)

Table with 4 columns: Description, Sq Ft, # of Days, Total. Rows include Per Sq Ft (0.80), Labor ST (\$117.96, 35087), OT (\$176.94, 35100), DT (\$235.92, 35101).

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Only Shepard personnel are allowed to operate mechanical equipment.

Total Onsite Storage: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____
Contact Name _____
Email: _____
Signature: _____



Warehouse Storage

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Event Code:

F151900920

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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

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

Step One: Tell Us Who You Are:

Exhibiting Company

Name _____

Booth # _____

Onsite Contact _____

Onsite Cell Phone # _____

Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

	Length	Width	Height	Weight	Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

Step Three: How Long Are We Storing Your Items?

From Date _____

To _____

Fees will continue until storage is picked up.

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

Ship to another destination via Shepard Logistics*

Transport to another Shepard event*:

Pick-up is arranged with another carrier:

*Additional fees will apply

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

Estimated Warehouse Storage: \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

6.500% Tax*: \$ _____

Storage Items will not be stored or released without a valid credit card on file.

Amount Due: \$ _____

Printed Name: _____

Signature: _____



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code:	F151900920
email	orlando@shepardes.com
phone	(407) 888-9669
fax	(407) 888-2301

Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

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

Labor

Code	Item	Qty	Discount	Regular
68066	ST Labor	_____	\$88.13	\$114.55
68067	OT Labor	_____	\$151.31	\$196.70
68068	DT Labor	_____	\$176.25	\$229.15

Forklift

Code	Item	Qty	Discount	Regular
35028	ST 5k Forklift	_____	\$231.45	\$301.00
35039	OT 5k Forklift	_____	\$292.55	\$380.25
35067	DT 5k Forklift	_____	\$314.85	\$409.25

Dumpster Fee

Code	Item	Qty	Discount	Regular
35330	Per Full Dumpster	_____	\$566.50	\$736.45

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

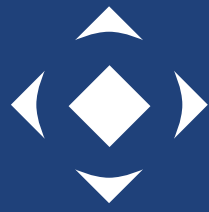
Total Disposal Fee:	\$ _____
6.500% Tax*:	\$ _____
Amount Due:	\$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Shepard

FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



Display Table
#50040
4' x 24" x 30"
Unskirted



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



Display Table
#50044
6' x 24" x 30"
Unskirted



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



Display Table
#50048
8' x 24" x 30"
Unskirted



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

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



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



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



2' x 8' Grid with Legs
#50236
2' x 8'
Chrome

Also Available Without Legs (#50237)



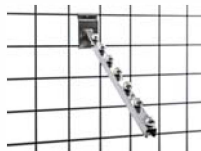
3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey



4' x 8' Peg Board
#66149
4' x 8'
White
Also available as horizontal #66148



6" Hooks for Peg Board
#50104
Silver



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

Display

UPRIGHT, CROSSBAR, & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



6' - 10' Crossbar
#50349
1 1/4" D



7' - 12' Crossbar
#50348
1 1/4" D



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



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



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



Literature Rack
#50245
16" x 10" x 59"



Chrome Sign Holder
#50095
Holds 22" x 28" Sign



Floor Easel
#50094
31" x 31" x 64"

SHELVING



4' x 12" Display Shelf
#50296
4' x 12"
White Shelf with Black Bases



6' x 12" Display Shelf
#50297
6' x 12"
White Shelf with Black Bases

BARRIER



Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13" x 41"
Black Belt 117"
Rented individually, not a set

OTHER



Natural Feel Wastebasket
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

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

Showcase



4' Full View Showcase
#50067

6' Full View Showcase
#50068

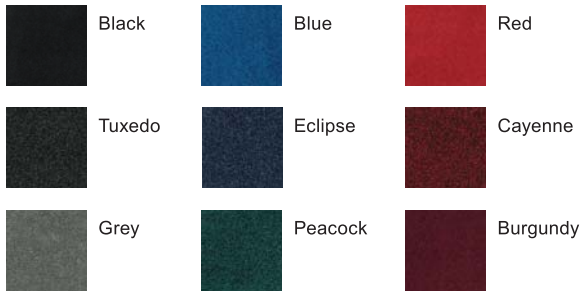


4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

Flooring

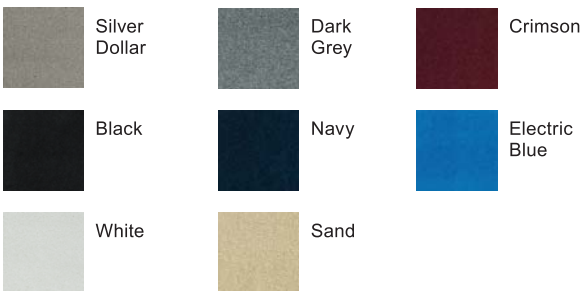
EXPO - 13oz



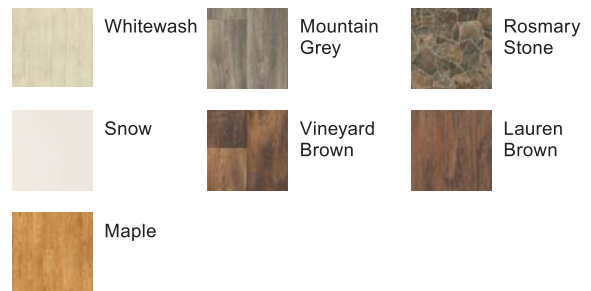
PREMIUM - 28oz



PLUSH - 50oz



VINYL - Custom Order Only



Skirt Color Options

SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

SPANDEX



Blue



Red



Black



White

Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code:

F151900920

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

Tables

Table with 7 columns: Code, Item, Qty, Color, Discount, Regular, Total. Lists various table items like 4'L X 30"H X 24"W Skirted Table, 6'L X 30"H 24"W Skirted Table, etc.

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

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

Seating

Table with 7 columns: Code, Item, Qty, Color, Discount, Regular, Total. Lists seating items like Side Chair Grey Fabric, Arm Chair Grey Fabric, Stool w/back Grey Fabric, etc.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Furnishings: \$

6.500% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Specialty, Display, Drapes

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Specialty & Display

Code	Item	Qty	Color	Discount	Regular	Total
50091	Wastebasket		na	\$18.55	\$18.55	
50094	Floor Easel, Chrome		na	\$38.75	\$50.40	
50245	Literature Rack Silver, Glass		na	\$149.10	\$193.85	
50175	Bag Rack, Chrome		na	\$186.00	\$241.80	
50092	Coat Rack, Chrome		na	\$66.00	\$85.80	
50093	Garment Rack, Chrome		na	\$186.00	\$241.80	
50427	Tensabarrier, Per Stem, Black		na	\$99.05	\$128.75	
50095	Sign Holder, 22x28 Chrome		na	\$128.80	\$167.45	
50185	Drawing Bowl, Clear		na	\$41.05	\$53.35	
50296	4' x 12" Display Riser White and Black		na	\$91.10	\$118.45	
50297	6' x 12" Display Riser White and Black		na	\$113.40	\$147.40	
50098	Mini Refrigerator, Approx 3 cubic feet		na	\$385.00	\$500.50	
50067	4' Full View Showcase, White		na	\$701.20	\$911.55	
50068	6' Full View Showcase, White		na	\$773.55	\$1,005.60	
50069	4' Quarter View Showcase, White		na	\$701.20	\$911.55	
50070	6' Quarter View Showcase, White		na	\$773.55	\$1,005.60	
50060	4' x 8' Horz. Posterboard Grey Fabric		na	\$227.00	\$295.10	
50061	4' x 8' Vert. Posterboard Grey Fabric		na	\$227.00	\$295.10	
50236	Grids 2'x8' w/legs, each		na	\$167.70	\$218.00	
50237	Grid 2'x8' w/o legs, each		na	\$125.65	\$163.35	
50242	7-Ball Waterfall for Grids		na	\$11.55	\$15.00	
50104	6" Hooks (12) for Peg Boards		na	\$37.30	\$48.50	

Drapery-per linear foot, min 5' linear feet rental

Code	Item	Qty	Color	Discount	Regular	Total
50073	8' High drape on a cross bar, per linear foot			\$17.05	\$22.15	
50074	3' High on a cross bar, per linear foot			\$13.45	\$17.50	
50088	8' Upright w/base		na	\$24.70	\$32.10	
52065	3' Upright w/base		na	\$26.40	\$34.30	
50349	6'-10' Crossbar		na	\$19.00	\$24.70	
50348	7'-12' Crossbar		na	\$19.00	\$24.70	
50058	Sateen, per linear foot			\$14.75	\$19.20	

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

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

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Tuesday, August 11, 2020

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

Event Code:

F151900920

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

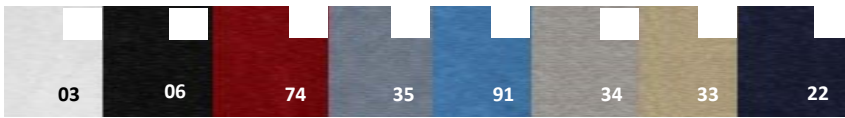
Order must be received 30 days in advance of show move in. 100 sq ft minimum

Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

Step Three: Determine your booth size (length x width = square footage)

Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$8.95	

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

Premium Vinyl Flooring



Maple (66) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) White Wash (65) Rosemary Stone (64)

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$11.60	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$4.75	

Elevated Hardwood



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

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

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code:

F151900920

email

orlando@shepardes.com

phone

(407) 888-9669

fax

(407) 888-2301

Step One: Choose the carpet to fit your budget

Step Two: Check the box of your selected color

Step Three: Determine your booth size (length x width = square footage)

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$5.25	\$6.85	
46003		Rental 1000+ sqft	\$4.50	\$5.85	
46002		Purchase sqft	\$11.90	\$15.45	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$0.75	\$1.00	
50008		1" Padding	\$1.80	\$2.35	
50010		Visqueen	\$0.30	\$0.40	

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

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



Standard Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$167.00	\$217.10	
50256		10' x 20'	\$317.25	\$412.45	
50257		10' x 30'	\$475.85	\$618.60	
50258		10' x 40'	\$634.55	\$824.90	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$3.35	\$4.35	
50581		400 - 900 sq ft	\$3.10	\$4.05	
50582		900+ sq ft	\$2.80	\$3.65	

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

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Carpet and Padding: \$ _____

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

6.500% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

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

Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming



Vacuum Once

Code	Service	Sq Ft	Discount	Regular	Total
47050	0-399 sq. ft		\$0.42	\$0.55	
47051	400-900 sq.ft.		\$0.40	\$0.50	
47052	900+ sq. ft		\$0.35	\$0.45	

Daily Vacuum

Code	Service	Sq Ft	Discount	Regular	Total
47055	0-399 sq. ft		\$1.26	\$1.65	
47056	400-900 sq.ft.		\$1.15	\$1.50	
47057	900+ sq. ft		\$1.05	\$1.35	

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



Code	Service	Sq Ft	Discount	Regular	Total
47030	One Time Porter		\$0.40	\$0.50	
47031	Daily Porter		\$1.30	\$1.70	

Specialty Services



Mopping and Carpet Shampooing

Code	Service	Sq Ft	Discount	Regular	Total
47042	Mop One Time		\$0.55	\$0.70	
47022	Mop Daily		\$1.40	\$1.80	
47013	Sham/One Time		\$0.55	\$0.70	

Display Wipe Down (charged per hour)



Code	Service	Hours	ST	OT	Total
47043	One Time		\$88.13	\$151.31	
47044	Daily		\$88.13	\$151.31	

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds once the service has been performed in your booth.

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

Total Cleaning: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

TRADESHOW ²⁰²⁰

Furnishings



FEATURING

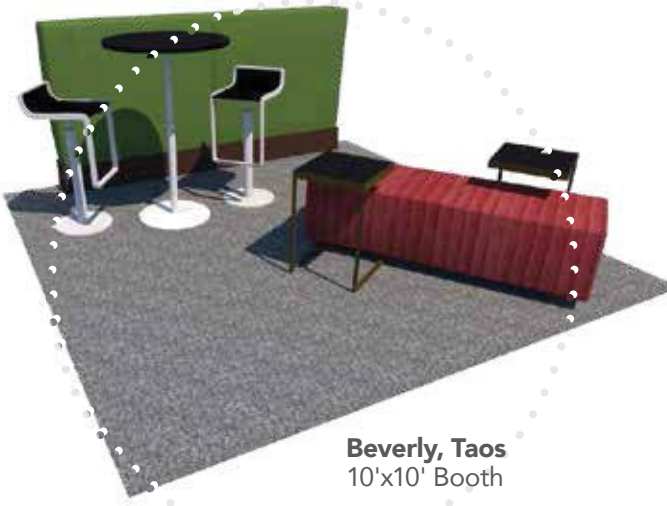
- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools



Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.





Beverly, Taos
10'x10' Booth



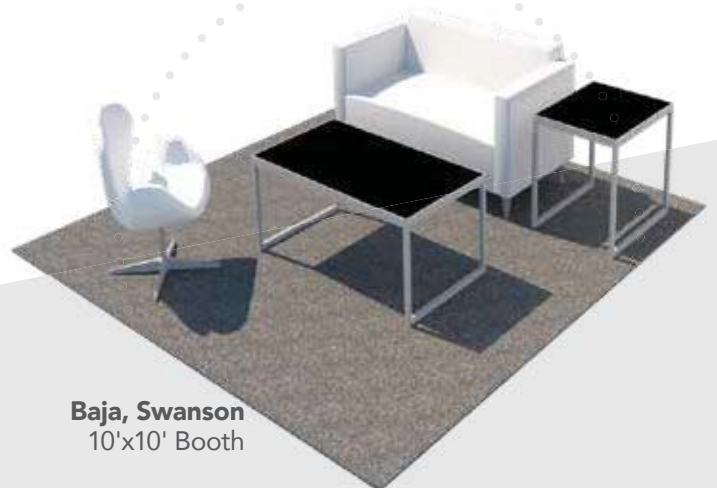
Malba, Beverly
10'x10' Booth



Vibe, Christopher
10'x20' Booth



Blade, Marche
10'x10' Booth



Baja, Swanson
10'x10' Booth

Top 10 Booth Design Tips

Attract, Engage and Inspire.

10.

Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.



1.

Spin Around.
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



2.

Get Connected.
Communal tables help facilitate networking opportunities and build connections.



9.

Charge it!
Powered tables or seating encourages clients to linger in the booth and recharge.



3.

Creature Comforts.
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



8.

Gather Round!
Ottomans styled around a side table create an informal camp fire setting for small group discussions.



4.

Keep it Green.
Don't forget the greenery to warm up your booth environment by bringing nature indoors.



7.

Stay Social.
Stylize furnishings to create shareable moments worthy of Instagram.



6.

Level the field!
Low and casual seating makes clients more comfortable and open to learning.

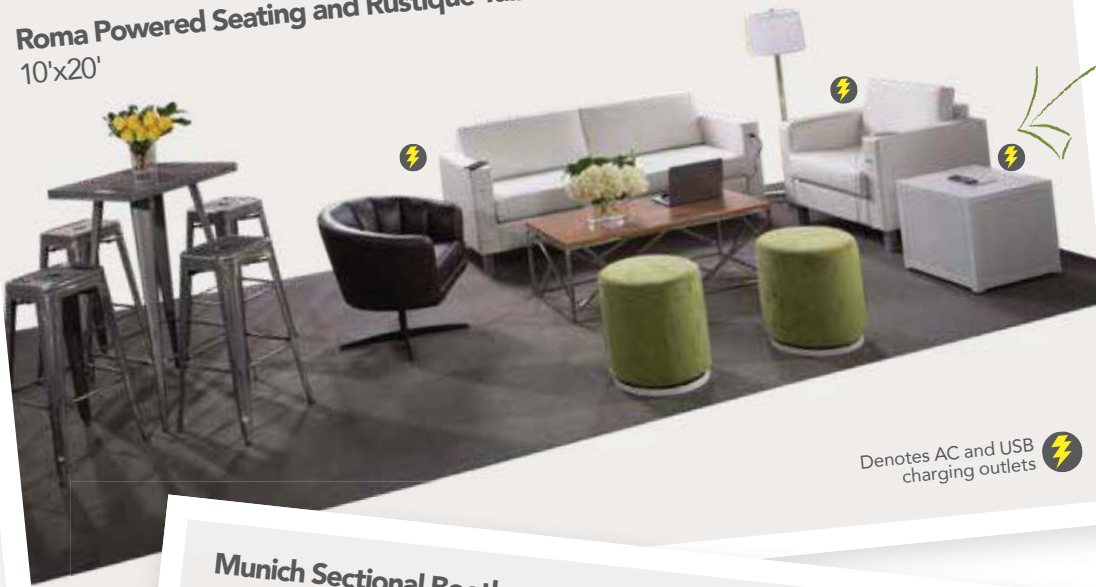


5.

Demo Down.
Square or circular ottomans are a great way to design small theaters for quick demonstrations.



Roma Powered Seating and Rustique Table Booth
10'x20'



Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Munich Sectional Booth
10'x10'



Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

Malba Conference and Beverly Demonstration Booth
10'x20'



Design multi-functional booths with areas for demonstrations and a place for conferencing.

Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you **Power Up the Possibilities.**

Charge it!

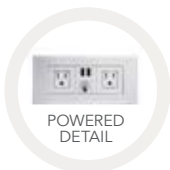
Powered tables or seating encourages clients to linger in the booth and recharge!



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

Roma Powered Chair & Sofa
10'x20'

Roma Collection



SFAPWR Roma Sofa, Powered
(white vinyl) 78"L 31"D 33"H
CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H

Naples Collection

NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H



Banquettes

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



MODULAR SYSTEM Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station (BNQTL7).

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

Powered Tables



A.



B.



C.



D.

Get Connected.
Use communal tables
in your design to facilitate
networking.

E.



(Mobile devices must have Qi wireless charging capability.)



F.



G.

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

Ventura Cafe Tables, Powered (silver frame) 72.25"L 26.25"D 30"H
C) VNTCBK (black top) D) VNTCWH (white top)

E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H

Sydney Powered Cocktail Tables (brushed steel) 48"L 26"D 18"H
F) C1WP (white top) G) C1YP (black top)



Powered Pedestals

A. | B.



POWERED
DETAIL



POWERED
DETAIL



C. | D.



The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

Powered Locking Pedestals

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Powered Desk

B.



POWERED
DETAIL



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

Soft Seating Collections



Valencia

VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H



Fairfax


FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H





Allegro CHR002 Chair (blue fabric) 36"L 34.5"D 30"H
SFA002 Sofa (blue fabric) 73"L 34.5"D 30"H



Roma  SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H
CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H

Palm Beach
PALSOF Sofa (white vinyl) 69"L 29"D 33"H



Soft Seating



Munich Booth 10'x20'

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

CUBPOW ⚡
Wireless Charging Table, Powered
(white, AC plug-in) 20"L 20"D 18"H



Munich



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



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



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

Creature Comforts.

Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.



Baja



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



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



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

Soft Seating Collections



Tangiers

TANCHR Chair (beige textured) 34"L 37"D 36"H
TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H
TANSOF Sofa (beige textured) 78"L 37"D 36"H



Key Largo

KEYCHR Chair (black fabric) 35"L 35"D 34"H
KEYLOV Loveseat (black fabric) 57"L 35"D 34"H
KEYSOF Sofa (black fabric) 79"L 35"D 34"H



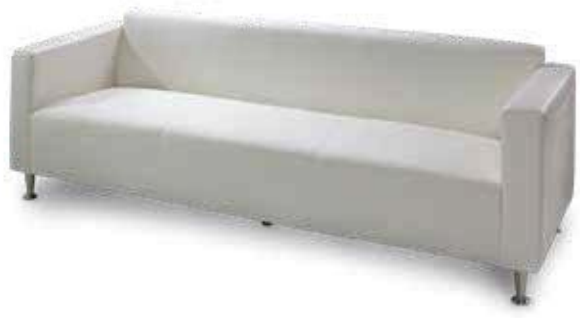
Munich

MNCHCH Armless Chair (gray fabric) 22.5"L 27"D 28.5"H
MNCHCC Corner Chair (gray fabric) 26"L 27"D 28.5"H
MNCHLA Loveseat (gray fabric) 45"L 27"D 28.5"H



Baja

BCHWHT Chair (white vinyl) 36"L 30.5"D 28"H
BLVWHT Loveseat (white vinyl) 61"L 30.5"D 28"H
BSFWHT Sofa (white vinyl) 86"L 30"D 28"H



Naples 

NPLCHP Chair, Powered (black vinyl) 36"L 30"D 33.25"H
 Also available with standard arm (NPLCHR).
NPLLOP Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
 Also available with standard arms (NPLLOV).
NPLSOP Sofa, Powered (black vinyl) 87"L 30"D 33.25"H
 Also available with standard arms (NPLSOF).



Accent Chairs



A.

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H



B.

Spin Around.

Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!



C.



D.



E.

C) OCB Key West Chair (black fabric, wood) 31"L 31"D 31"H
D) BCW Madrid Chair (white vinyl, chrome) 30"L 30"D 31"H
E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H

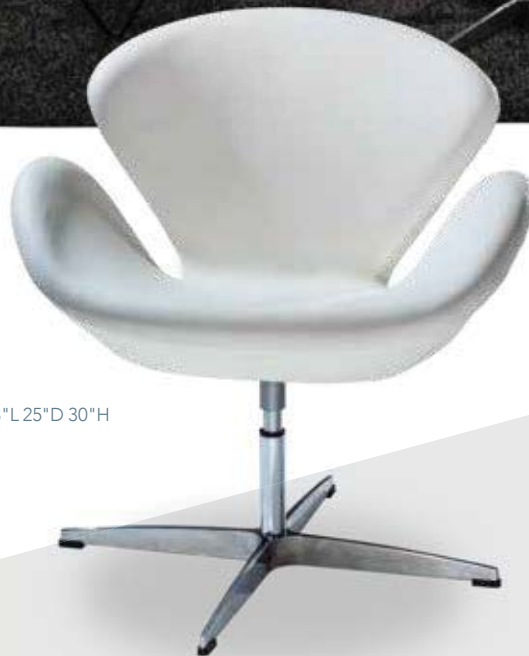
Palm Beach Sofa & Swanson Chairs

10'x10' Booth



Swanson

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



Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H

- A) OCMTAU (taupe fabric, wenge)
- B) OCMWHT (white vinyl, wenge)
- C) OCMESP (espresso vinyl, wenge)



Marina Chairs

17.5"L 19.5"D 35"H

- A) MARCWH (white vinyl, brushed metal)
- B) MARCBK (black vinyl, brushed metal)
- C) MARCBR (brown fabric, brushed metal)
- D) MARCBE (ocean blue fabric, brushed metal)
- E) MARCRD (red fabric, brushed metal)



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

- A) CS8 Berlin Chair (black, white, chrome) 18"L 22"D 32"H
- B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
- C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
- D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
- E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
- F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H

- H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
- I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
- J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
- K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
- L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
- M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
- N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H



K.



L.



M.



N.

Cafe Seating & Tables



- A) XCHR Christopher Chair**
(white vinyl, chrome) 17"L 19"D 35"H
- B) 30BRHC Hydraulic Cafe Table**
(red top, chrome) 30"RND 29"H
- C) BLDCSB Blade Chair**
(sky blue) 20.5"L 19"D 30.5"H
- D) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- E) DUET Duet Stack Chair**
(black, chrome) 21"L 23"D 33"H
- F) 30GSHC Hydraulic Cafe Table**
(green top, chrome) 30"RND 29"H
- G) MALGRN Malba Chair**
(green, chrome) 20"L 20"D 32"H
- H) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H

Style

your exhibit
with cafe sets that
create inviting conference
and meeting areas for
your guests.



- A) MARCBR Marina Chair**
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H
- B) 30WDHC Hydraulic Cafe Table**
(wood top, chrome) 30"RND 29"H
- C) ZENCHR Zenith Chair**
(white, chrome) 18.25"L 22"D 32"H
- D) 30MAHC Madison Hydraulic Cafe Table**
(gray acajou top, chrome) 30"RND 29"H
- E) MALGRY Malba Chair**
(gray, chrome) 20"L 20"D 32"H
- F) 30BEHC Hydraulic Cafe Table**
(blue top, chrome) 30"RND 29"H
- G) LMCHR Laguna Chair**
(maple, chrome) 18"L 19"D 34"H
- H) 30OSHC Hydraulic Cafe Table**
(orange top, chrome) 30"RND 29"H

Ottomans

Vibe Cubes

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) VIB04 (red vinyl)
- G) VIB05 (bright yellow vinyl)
- H) VIB15 (taupe vinyl)
- I) VIB02 (blue vinyl)
- J) VIB08 (orange vinyl)
- K) VIB14 (citrus green vinyl)
- L) VIB17 (desert rose vinyl)
- M) VIB16 (spice orange vinyl)
- N) VIB06 (gold/bronze vinyl)
- O) VIB01 (green vinyl)



Squares

Endless Square

34"L 34"D 15"H

- A) END02B (black vinyl, chrome)
- B) END02W (white vinyl, chrome)



A.



B.

Benches

C) WHT12 Half

(white vinyl)
39"L 22"D 18"H

D) REGBEN Regis

(brushed metal)
47"L 15.5"D 16"H



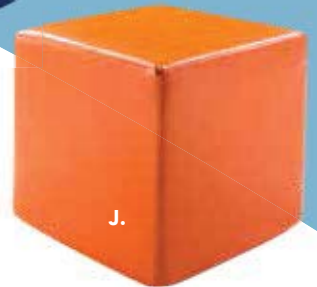
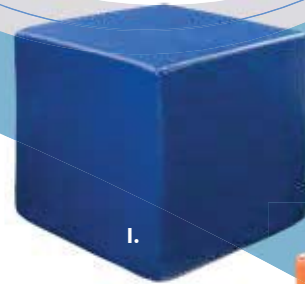
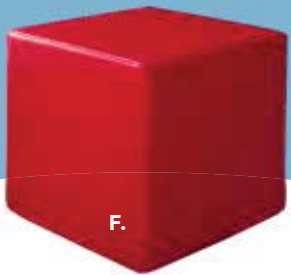
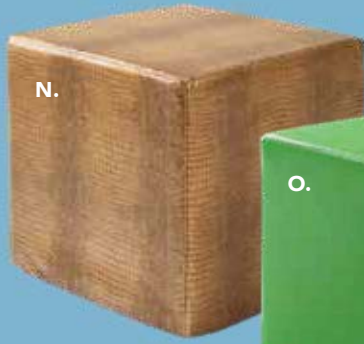
C.



D.

Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



Curves

Endless Curved
60.5"L 37.5"D 15"H
A) END01B
(black vinyl, chrome)
B) END01W
(white vinyl, chrome)



C) BNQ7
Quarter Curve
(white vinyl)
53"L 22"D 18"H
D) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H



Beverly

Beverly Bench Ottoman
10'x20' Booth



Demo down.

Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.



A.



B.



C.



D.



E.



F.



G.

Bench Ottomans

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)

Marche

A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



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) MAR003 (linen fabric)
- H) MAR004 (raspberry fabric)
- I) MAR008 (meadow green fabric)
- J) MAR011 (orange fabric)
- K) MAR015 (black vinyl)
- L) MAR012 (forest green vinyl)
- M) MAR013 (teal velvet)
- N) MAR014 (distressed brown vinyl)
- O) MAR006 (rose quartz fabric)



Marche Theater 10'x20' Booth

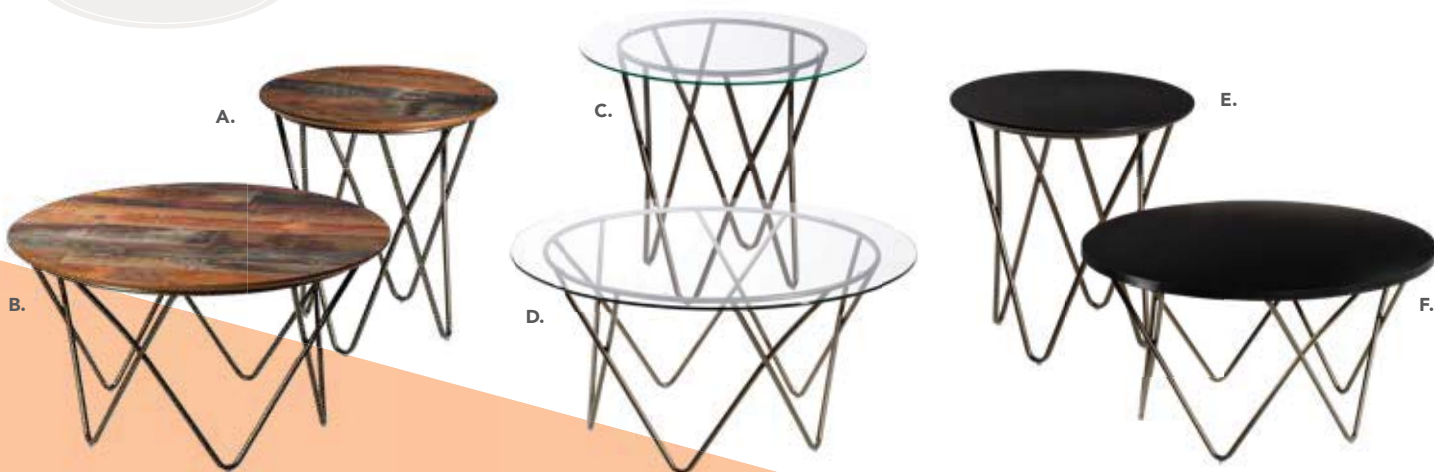
Accent Table Collections

Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



Mesa



A) MESETW End Table
20.5"RND 21.25"H (wood top, bronze)
B) MESCTW Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) MESETG End Table
24"RND 21.25"H (glass top, bronze)
D) MESCTG Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) MESETB End Table
20.5"RND 21.25"H (black top, bronze)
F) MESCTB Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Alondra

Cocktail Table

47" L 24" D 16" H

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

End Table

20" L 20" D 20" H

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



Geo

Cocktail Table

50" L 22" D 16" H / 47" L 24" D 17" H

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

End Table

26" L 26" D 20" H / 20" L 20" D 21" H

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



Accent Tables



Taos

Side Tables

15.75"L 15.75"D 24"H

- A) TAOBWH (white top, bronze)
- B) TAObBK (black top, bronze)
- C) TAObWD (wood top, bronze)



Sedona

Side Tables

15.75"L 15.75"D 24"H

- A) SEDBWH (white top, bronze)
- B) SEDBBK (black top, bronze)
- C) SEDBWD (wood top, bronze)

Sydney

Cocktail Tables

48"L 26"D 18"H

- A) C1W (white top, brushed steel)
C1WP (powered)
- B) C1Y (black top, brushed steel)
C1YP (powered)
- C) SYDBEC (blue top, brushed steel)
- D) SYDWDC (wood top, brushed steel)

End Tables

27"L 23"D 22"H

- E) E1W (white top, brushed steel)
- F) E1Y (black top, brushed steel)
- G) SYDBEE (blue top, brushed steel)
- H) SYDWDE (wood top, brushed steel)





Regis

- A) REGBEN Bench Table**
(brushed metal) 47" L 15.5"D 16"H
- B) REGOTT End Table**
(brushed metal) 16" L 15.5"D 16.5"H



Silverado

- C) E1E End Table**
(glass top, chrome) 24" RND 22"H
- D) C1E Cocktail Table**
(glass top, chrome) 36" RND 17"H

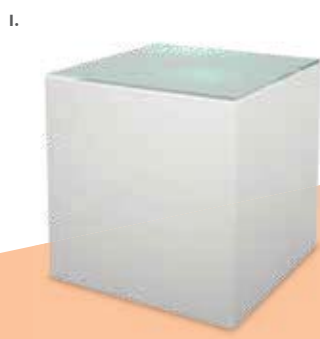


Rustic

- E) ETBL E-Table**
(wood) 21" L 15.5"D 27.5"H
- F) TMBTBL Timber Table**
(wood) 16" RND 17"H

Aura

- G) AURA Round Table**
(white metal) 15" RND 22"H



Wireless Charging Table

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

Edge

- I) CUBTBL LED Cube Table**
(plexi top, white plastic)
20" L 20"D 20"H (AC power only)

Bar & Cafe Tables

Style
your exhibit
with **bar and cafe** sets
that create inviting
conference and meeting
areas for your
guests.

1. Choose Your
Base: Black
or Chrome...



Bar Tables

Standard Black Base
30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

VTA (Madison/gray acajou top)

30BEBB (blue top)

30WDDB (wood top)

30BKSB (black top)

30AGBB (brushed gunmetal top)

30OSBB (orange top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTW (white top)

VTN (graphite nebula top)

VTP (maple top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB (graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30MAHB (Madison/gray acajou top)

30BEHB (blue top)

30WDHB (wood top)

30BKHB (black top)

30AGHB (brushed gunmetal top)

30OSHB (orange top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

36WTHB (white)

36GRHB (graphite nebula)

36MTHB (maple top)

36BKHB (black top)

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



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

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



2. Then pick a color that suits your design.



Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

30WH29 (white top)

ZTB (red top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30WDDBC (wood top)

30AGBC (brushed gunmetal top)

30BKSC (black top)

30OSBC (orange top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTQ (white top)

ZTN (graphite nebula top)

ZTP (maple top)

36BKSC (black top)

Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30MAHC (Madison/gray acajou top)

30WHHC (white top)

30BEHC (blue top)

30WDHC (wood top)

30AGHC (brushed gunmetal top)

30BKHC (black top)

30OSHC (orange top)

30YSHC (brushed yellow top)

30GSHC (green top)

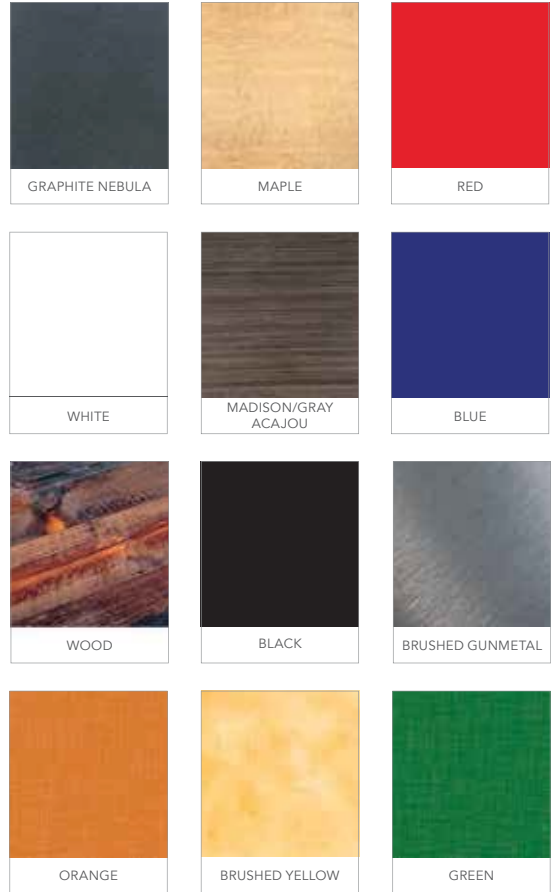
36" RND 29"H

36WTHC (white top)

36GRHC (graphite nebula top)

36MTHC (maple top)

36BKHC (black top)



CS4 Syntax Chair

(black, chrome)

23"L 19"D 32.25"H



Barstool Collection

Spin 360°

Use barstools
to maximize client
engagement with those
all around you.

Zoey

15"L 16"D 30-34.75"H

A) BS003 (black, chrome)

B) BS002 (white, chrome)

A.



B.



Lift

15"RND 23-33.5"H

A) ROLLWH (white vinyl, chrome)

B) ROLLRD (red vinyl, chrome)

C) ROLLBL (black vinyl, chrome)

D) ROLLGY (gray vinyl, chrome)



Barstool Collection



Banana

21"L 22"D 41"H

- A) BSS Barstool (black, chrome)
- B) BST Barstool (white, chrome)



Zenith

ZENBAR Barstool

(white, chrome) 19"L 20"D 44"H



Apex

21"L 21"D 33"H

- A) APS08 Barstool (black vinyl, silver)
- B) APS59 Barstool (red vinyl, silver)
- C) APS75 Barstool (white vinyl, silver)
- D) APS12 Barstool (blue ultra suede, silver)





A.



B.



C.

A) BSC Oslo Barstool

(white, chrome) 17"L 20"D 45"H

B) XBAR Christopher Barstool

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

C) BS001 Shark Barstool

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

D) BSR Syntax Barstool

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

E) RSTSTL Rustique Barstool

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

F) LUBSCL Lucent Barstool

(frosted acrylic, chrome)

22"L 22.5"D 45.5"H

G) LMBAR Laguna Barstool

(maple, chrome) 18"L 20"D 47"H



D.



E.



F.



G.

Blade

20.5"L 20"D 40.5"H

H) BLDBRD Barstool (red)

I) BLDBSB Barstool (sky blue)



H.



I.

Office Essentials





Create
comfortable
productive environments
in your booth or temporary
show office with on-trend
furnishings that reflect
your sense of
style.

Conference Tables

42" Round Conference Table 42" RND 29"H

- A) CONF42** (white top, black)
- B) CB1** (graphite nebula top, black)
- C) CB8** (Madison/gray acajou top, black)
- D) 42BKCT** (black top, black)



Madison

(gray acajou top, chrome)

- E) MADC05 5' Table** 60"L 48"D 29"H
- F) MADC08 8' Table** 96"L 60"D 29"H
- G) MADC10 10' Table** 120"L 48"D 29"H



H.



G.

I.

- H) CUPCHA Cupertino Mid Back Chair**
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
- I) GENCHA Genesis Chair**
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

Atomic Round Tables (glass, chrome)
42ATO 42"RND 30"H
36ATO 36"RND 30"H

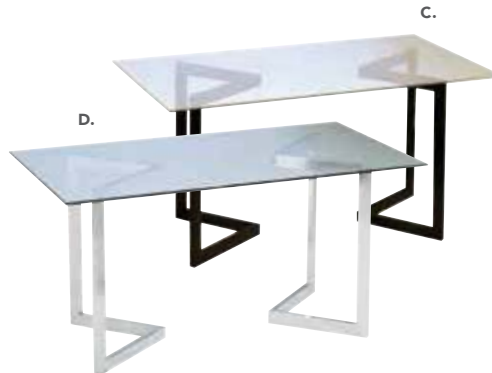


PROGB
Pro Guest Chair
 (black vinyl)
 24"L 22"D 36"H



A.

B.



C.

D.

Geo Rounded Square Tables
 42"L 42"D 29"H
A) CE1 (glass top, chrome)
B) CF1 (glass top, black)

Geo Rectangular Tables
 60"L 36"D 29"H
C) CF2 (glass top, black)
D) CE2 (glass top, chrome)



E.

F.



G.

H.

E) MERLIN Merlin Multi Use Table
 (gray top, black)
 46"L 29"D 30"H
F) WD3 Work Table
 (white top, white)
 48"L 24"D 30"H

Conference Tables
 (graphite nebula top, black)
G) CB3 8'
 96"L 48"D 29"H
H) CB2 6'
 72"L 42"D 29"H



I. J.



K.

Conference Tables
 (granite top, black)
I) C508GR 8'
 96"L 44"D 29"H
J) CT10GR 10'
 120"L 46"D 29"H
K) CT06GR 6'
 72"L 36"D 29"H

Executive Seating & Desks

Cupertino



CUPCHA Mid Back Chair
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height

Pro High Back



Executive Chairs
25"L 24"D 45-48"H
Adjustable height
A) PROEXE (white vinyl, chrome)
B) PROEXB (black vinyl, chrome)

Pro Mid Back



Executive Chairs
24"L 22"D 36.75-39.75"H
Adjustable height
C) PROMID (white vinyl, chrome)
D) PROMDB (black vinyl, chrome)

Pro Guest



PROGB Executive Chair
(black vinyl, chrome)
24"L 26"D 36"H

Task



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

Genesis



GENCHA Chair
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height

Madison

- A) JD8 Executive Desk (gray acajou) 60"L 30"D 29"H
- B) CR8 Credenza (gray acajou) 60"L 20"D 29"H
- C) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

A. DESK FRONT



DESK BACK



B. CREDENZA FRONT



CREDENZA BACK



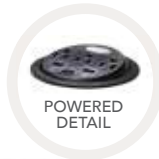
C.



Tech Desk

- A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60"L 30"D 30"H
- B) TECH Desk, Powered (black top, black metal) 60"L 30"D 30"H
- C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16"L 20"D 28"H

A. 



B. 



C.



Ventura

Powered & Communal Tables



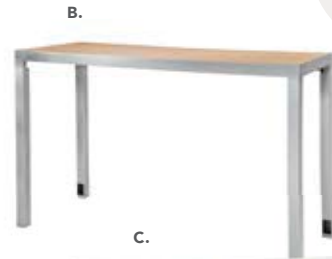
Table Top Options
Colors not available in all table options. Please check options listed.



POWERED
DETAIL



A.



B.



C.

Powered Bar Tables
72.25"L 26.25"D 42"H
(silver frame)

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

Communal Bar Tables
72.25"L 26.25"D 42"H
(silver frame)

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

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

Black Top
VNTBNP (solid)

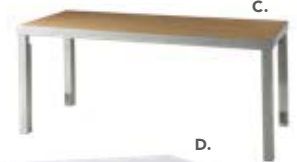
Draw A Crowd.
Communal tables keep attendees charged while encouraging networking and genuine connections.



A.



POWERED
DETAIL



C.



D.



E.

Powered Cafe Tables
72.25"L 26.25"D 30"H
(silver frame)

A) VNTCBK (black top)
B) VNTCWH (white top)

Communal Cafe Tables
72.25"L 26.25"D 30"H
(silver frame)

Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)

White Top
D) VNTCWW (grommets)
VNTCWN (solid)

Black Top
E) VNTCBN (solid)



B.

Office Accessories & Decor

Powered Products



A.



B.



White Red Green Blue

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



C.



D.

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp

18" RND 55"H

B) LA14 Table Lamp

16" RND 26"H

C) CUBL20

Edge LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

(AC power only)

D) CUBTBL

Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

(AC power only)

Go Biophilic

It's easy to be green.
Just add greenery to your booth environment
for a warm and natural feel.



A.



B.



C.

A) PSHCCS

Posh Shelving

(chrome, acrylic)

36"L 18"D 72"H

B) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

C) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H

Midtown Counter & Bar

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



Midtown Powered Counter
60"L 18"D 42"H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

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



BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)



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

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



(back)



(lit-blue) (lit-red) (lit-green) (lit-white)



Cocktail and Occasional Tables

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$363.95	\$473.15	
	ALC100-Alondra, Glass/Chrome	\$438.70	\$570.30	
	ALC200-Alondra, Wood/Chrome	\$438.70	\$570.30	
	C1FWB-Geo, Wood/Black	\$383.85	\$499.00	
	C1C-Geo Rect., Glass/Chrome	\$329.00	\$427.70	
	MESCTB-Mesa Cocktail Table Black top	\$254.10	\$330.35	
	MESCTG-Mesa Cocktail Table Glass top	\$254.10	\$330.35	
	MESCTW-Mesa Cocktail Table Wood top	\$254.10	\$330.35	
	C1W-Sydney, White	\$368.90	\$479.55	
	C1WP-Sydney White, Powered!	\$468.60	\$609.20	
	C1Y-Sydney, Black	\$368.90	\$479.55	
	C1YP-Sydney Black, Powered!	\$468.60	\$609.20	
	REGBEN-Regis Bench Table	\$376.35	\$489.25	
	SYDBEC-Sydney Cocktail Table	\$373.90	\$486.05	
	SYDWDC-Sydney Cocktail Table	\$339.90	\$441.85	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$346.45	\$450.40			TAOBWH-Taos White top	169.4	220.20	
	ALE100-Alondra, Glass/Chrome	\$316.60	\$411.60			TAOBK Taos Black top	169.4	220.20	
	ALE200-Alondra, Wood/Chrome	\$316.60	\$411.60			TAOBWD Taos Wood top	169.4	220.20	
	E1FWB-Geo, Wood/Black	\$334.00	\$434.20			SEDBWH Sedona White top	169.4	220.20	
	E1C-Geo, Glass/Chrome	\$324.05	\$421.25			SEDBK Sedona Black Top	169.4	220.20	
	MESETB-Mesa End Table, Black top	\$167.85	\$218.20			SEDBWD Sedona Wood Top	169.4	220.20	
	MESETG-Mesa End Table, Glass top	\$167.85	\$218.20						
	MESETW-Mesa End Table, Wood top	\$167.85	\$218.20						
	E1W-Sydney, White	\$334.00	\$434.20						
	E1Y-Sydney, Black	\$334.00	\$434.20						
	CUBTBL-Edge LED Cube	\$259.20	\$336.95						
	AURA End Table	\$189.40	\$246.20						
	ETBL-E Table, Wood	\$234.30	\$304.60						
	TMBTBL Timber Table, Wood	\$224.35	\$291.65						
	REGOTT-Regis End Table	\$276.70	\$359.70						
	CUBPOW-Wireless Chrg Tbl, Powered!	\$564.25	\$733.55						
	SYDBEE - Sydney End Table	\$328.55	\$427.10						
	SYDWDE-Sydney End Table	\$328.55	\$427.10						

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Exec Tables Furnishings: \$ _____

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

6.500% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

 Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Discount Deadline Wednesday, August 19, 2020

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

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$343.95	\$447.15	
	END02W-Square, White Leather	\$343.95	\$447.15	
	END01B-Curved, Black Leather	\$548.35	\$712.85	
	END01W-Curved, White Leather	\$548.35	\$712.85	
	CUBL20-Edge Lighted Cube	\$259.20	\$336.95	
	WHT12-Half Bench, White Vinyl	\$493.50	\$641.55	
	BNQ7-Quarter Curve, White Vinyl	\$645.60	\$839.30	
	BNQR17-Ottoman Ring, White Vinyl	\$2,313.15	\$3,007.10	
	REGBEN Regis Bench, Brushed Metal	\$376.35	\$489.25	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$528.45	\$687.00	
	BVLYBN Bev Bench Brown Fabric	\$528.45	\$687.00	
	BVLYGR Bev Bench Grey Fabric	\$528.45	\$687.00	
	BVLYLN Bev Bench Linen Fabric	\$528.45	\$687.00	
	BVLYOB Bev Bench Ocean Fabric	\$528.45	\$687.00	
	BVLYRD Bev Bench Red Fabric	\$528.45	\$687.00	
	BVLYWH Bev Bench White Vinyl	\$528.45	\$687.00	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR001-Marche Swivel, White	\$244.25	\$317.55	
	MAR002-Marche Swivel, Grey	\$244.25	\$317.55	
	MAR003-Marche Swivel, Linen	\$244.25	\$317.55	
	MAR004-Marche Swivel, Raspberry	\$244.25	\$317.55	
	MAR005-Marche Swivel, Red	\$244.25	\$317.55	
	MAR006-Marche Swivel, Rose Qtz	\$244.25	\$317.55	
	MAR007-Marche Swivel, Plum	\$244.25	\$317.55	
	MAR008-Marche Swivel, Mdw Grn	\$244.25	\$317.55	
	MAR009, Marche Swivel, Pear	\$244.25	\$317.55	
	MAR010-Marche Swivel, Blue	\$244.25	\$317.55	
	MAR011-Marche Swivel, Orange	\$244.25	\$317.55	
	MAR012-Marche Swivel, Forest Green	\$244.25	\$317.55	
	MAR013-Marche Swivel, Teal Velvet	\$244.25	\$317.55	
	MAR014-Marche Swivel, Distr. Brown	\$244.25	\$317.55	
	MAR015-Marche Swivel, Black Vinyl	\$244.25	\$317.55	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$184.45	\$239.80	
	VIB02-Vibe Cube, Blue	\$184.45	\$239.80	
	VIB04-Vibe Cube, Red	\$184.45	\$239.80	
	VIB05-Vibe Cube, Yellow	\$184.45	\$239.80	
	VIB06-Vibe Cube, Gold/Bronze	\$184.45	\$239.80	
	VIB08-Vibe Cube, Orange	\$184.45	\$239.80	
	VIB09-Vibe Cube, White Wtrproof	\$184.45	\$239.80	
	VIB10-Vibe Cube, Black Wtrproof	\$184.45	\$239.80	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$184.45	\$239.80	
	VIB12 Vibe Cube, Silver Vinyl	\$184.45	\$239.80	
	Vibe13-Vibe Cube, Purple Vinyl	\$184.45	\$239.80	
	Vibe14-Vibe Cube, Cirtus Green	\$184.45	\$239.80	
	Vibe15-Vibe Cube, Taupe Vinyl	\$184.45	\$239.80	
	Vibe16- Vibe Cube, Spice Orange	\$184.45	\$239.80	
	Vibe 17-Desert Rose	\$184.45	\$239.80	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Ottomans: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920
 email: orlando@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,435.30	\$3,165.90	
	SFA002- Allegro Sofa	\$917.30	\$1,192.50	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,096.75	\$1,425.80	
	VALSOF- Valencia Sofa	\$583.65	\$758.75	
	TANSOF-Tangiers Sofa, Beige	\$869.95	\$1,130.95	
	KEYSOF-Key Largo Sofa	\$620.70	\$806.90	
	FAIRSW-Fairfax Sofa	\$625.65	\$813.35	
	BSFWHT-Baja Sofa	\$1,110.35	\$1,443.45	
	PALSOF-Palm Beach Sofa	\$871.20	\$1,132.55	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$468.60	\$609.20	
	OCB-Key West Tub, Black	\$520.95	\$677.25	
	BCW-Madrid Chair, White	\$979.60	\$1,273.50	
	LABREA-La Brea Swivel Chair	\$538.40	\$699.90	
	VALCHA Valencia Chair	\$392.70	\$510.50	
	MNCHCC Munich Corner Chair	\$740.30	\$962.40	
	MNCHCH Munich Armless Chair	\$610.65	\$793.85	
	OCH Madrid Chair, Black	\$979.60	\$1,273.50	
	WENCHA-Wentworth Chair	\$430.55	\$559.70	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$481.10	\$625.45	
	TANLOV Tangiers Loveseat	\$907.30	\$1,179.50	
	BLVWHT Baja Loveseat White Vinyl	\$1,044.40	\$1,357.70	
	MNCHLV- Munich Armless Loveseat	\$1,084.25	\$1,409.55	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$922.25	\$1,198.95	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$358.95	\$466.65	
	OCMWHT-Meeting Chair, White	\$329.00	\$427.70	
	OCMESP-Meeting Chair, Espresso	\$363.95	\$473.15	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$712.90	\$926.75	
	NPLCHR-Naples Chair, Black Vinyl	\$765.20	\$994.75	
	TANCHR-Tangiers Chair, Beige	\$565.85	\$735.60	
	CHR002-Allegro Chair	\$643.10	\$836.05	
	KEYCHR-Key Largo Chair	\$411.30	\$534.70	
	FAIRCW-Fairfax Chair	\$451.15	\$586.50	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$3,008.55	\$3,911.10	
	BNQR17-Ottoman Ring, White Vinyl	\$2,313.15	\$3,007.10	
	BNQ7-Quarter Curve, White Vinyl	\$645.60	\$839.30	
	BNQTL7- Center Cone, White Vinyl	\$949.70	\$1,234.60	
	WHT12-Half Bench, White Vinyl	\$493.50	\$641.55	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$830.05	\$1,079.05	
	SFAPWR-Roma Sofa, powered	\$1,336.05	\$1,736.85	
	NPLCHP-Naples Chair, powered	\$830.05	\$1,079.05	
	NPLSOP-Naples Sofa, powered	\$1,336.05	\$1,736.85	
	NPLLOP-Naples Loveseat, powered	\$1,149.10	\$1,493.85	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Soft Seating: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____



Conference Tables and Group Seating

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Conference Tables

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$590.75	\$768.00			Duet-Black, Chrome	\$84.75	\$110.20	
	CE1-Geo Table, Sq. Chrome	\$416.25	\$541.15			RSTDIN-Rustique w/ arms, Gunmetal	\$172.00	\$223.60	
	CF1-Geo Table, Sq. Black	\$416.25	\$541.15			CS8-Berlin Chair, Black	\$167.00	\$217.10	
	CE2-Geo Table, Chrome	\$590.75	\$768.00			XCHR-Christopher Chr, White Vinyl	\$137.10	\$178.25	
	CB2-6' Graphite Table	\$620.70	\$806.90			SC10 Razor Chair	\$102.20	\$132.85	
	CB3-8' Graphite Table	\$730.35	\$949.45			SC3-Brewer Chair, Onyx	\$229.30	\$298.10	
	CB1-42" Round, Graphite Nebula	\$503.55	\$654.60			LMCHR-Laguna Chair, Maple/Chrome	\$194.45	\$252.80	
	C508GR-8', Granite	\$730.35	\$949.45			MALGRY-Malba Chair, Grey	\$149.55	\$194.40	
	CT10GR-10', Granite	\$1,096.75	\$1,425.80			MALGRN-Malba Chair, Green	\$149.55	\$194.40	
	CT06GR-6', Granite	\$620.70	\$806.90			CS4-Syntax Chair, Black/Chrome	\$271.70	\$353.20	
	PWRUSB-Powered Table Module	\$99.70	\$129.60			ZENCHR-Zenith Chair-White/Chrome	\$219.35	\$285.15	
	CB8-42" Round Madison, Grey	\$445.05	\$578.55			BLDCRD-Blade Chair	\$88.40	\$114.90	
	MADC10-10' Madison, Grey	\$1,258.80	\$1,636.45			BLDCSB-Blade Chair	\$88.40	\$114.90	
	MADC05-5' Madison, Grey	\$630.65	\$819.85			LUCHCL-Lucent Chair	\$237.95	\$309.35	
	MADC08-8' Madison, Grey	\$1,258.80	\$1,636.45			MARCBE-Marina Chair, Ocn Blue	\$192.60	\$250.40	
	CONF42-42" Round, White lam	\$503.55	\$654.60			MARCBK-Marina Chair, Black Vnyl	\$192.60	\$250.40	
	36ATO Atomic 36" Round, Glass	\$416.25	\$541.15			MARCBR-Marina Chair, Brown	\$192.60	\$250.40	
	42ATO Atomic 42" Round, Glass	\$416.25	\$541.15			MARCRD-Marina Chair, Red	\$192.60	\$250.40	
	42BKCT 42" Round, Black Top	\$457.60	\$594.90			MARCWH-Marina Chair, White Vnyl	\$192.60	\$250.40	

Executive Seating

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$486.05	\$631.85			TASKST-Task Stool	\$192.60	\$250.40	
	PROEXB-Executive Chair High Back	\$486.05	\$631.85			CUPCHA-Cupertino Mid Back Chair	\$363.00	\$471.90	
	PROGB-Guest Executive Chair	\$341.50	\$443.95			GENCHA-Genesis	\$316.80	\$411.85	
	PROMDB-Exec Mid-Back, Black	\$319.05	\$414.75						
	PROMID-Executive Chair Mid Back	\$309.10	\$401.85						

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Conference: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Café and Communal Tables

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$294.15	\$382.40	
	ZTP-36" Maple Top/Black Base	\$321.55	\$418.00	
	ZTJ-30" Graphite Top/Black Base	\$294.15	\$382.40	
	ZTN-36" Graphite Top/Black Base	\$321.55	\$418.00	
	ZTQ-36" White Laminate Top	\$321.55	\$418.00	
	ZTB-30" Red Top/Black Base	\$294.15	\$382.40	
	ZTA-30" Grey Top/Black Base	\$304.10	\$395.35	
	30WH29 -30" White Laminate	\$311.60	\$405.10	
	30BEBC-30" Blue Top/Black Base	\$294.60	\$383.00	
	30WDBC-30" Wood Top/Black Bas	\$294.60	\$383.00	
	30AGBC-30" Gunmetal/Black base	\$294.60	\$383.00	
	36BKSC-36" Black Top/Black Base	\$321.55	\$418.00	
	30AGBC 30" Brushed Gunmetal/Blk Ba	\$294.60	\$383.00	
	30BKSC 30"Blacktop/Black Base	\$294.60	\$383.00	
	30OSBC 30" Orange Top/Black Base	\$294.60	\$383.00	
	30GSBC 30" Green Top/Black Base	\$294.60	\$383.00	
	30YSBC 30" Brushed Yellow/Black Bas	\$294.60	\$383.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$393.85	\$512.00	
	30GRHC-Graphite Nebula, Chrome	\$393.85	\$512.00	
	30BRHC-Brushed Red Top, Chrome	\$393.85	\$512.00	
	30MAHC-Grey Top, Chrome	\$393.85	\$512.00	
	30WHHC-White Laminate	\$426.25	\$554.15	
	30BEHC-Blue Top, Chrome	\$396.55	\$515.50	
	30WDHC-Wood Top, Chrome	\$396.55	\$515.50	
	30BKHC-Black Top, Chrome	\$396.00	\$514.80	
	30AGHC-Brushed Gunmetal, Chrome	\$396.00	\$514.80	
	30YSHC-Brushed Yellow Top, Chrd	\$396.00	\$514.80	
	30GSHC-Green Top, Chrome	\$396.00	\$514.80	
	30OSHC-Orange Top, Chrome	\$396.00	\$514.80	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$668.45	\$869.00	
	VNTCMN-Maple Top, Silver Frame	\$668.45	\$869.00	
	VNTCWN-White Top, Silver Frame	\$668.45	\$869.00	
	VNTCMW-Maple, w/ Grmt	\$668.45	\$869.00	
	VNTCWW-White, w/ Grmt	\$668.45	\$869.00	
	VNTCBK-Black Top- Powered!	\$759.10	\$986.85	
	VNTCWH-White Top- Powered!	\$759.10	\$986.85	

Café Tables - Chrome Base 36", Hydraulic

	36MTHC-Maple Top, Chrome	\$428.75	\$557.40	
	36GRHC-Graphite Nebula, Chrome	\$428.75	\$557.40	
	36WTHC-White Top, Chrome	\$428.75	\$557.40	
	36BKHC Black Top, Chrome	\$428.75	\$557.40	

42" High Tables

	VNTBNP Communal Table Black Top	\$869.95	\$1,130.95	
	VNTMNP Communal Table Maple Top	\$869.95	\$1,130.95	
	VNTWNP Communal Table White Top	\$869.95	\$1,130.95	
	VNTBMW Comm Table Maple Top w/ Grom	\$869.95	\$1,130.95	
	VNTBWW Comm Table White w/ Grom	\$869.95	\$1,130.95	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,026.95	\$1,335.05	
	VNTWHT Communal Table White Top	\$1,026.95	\$1,335.05	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Cafe: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Bar Tables, Barstools, Bars

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Bar Tables - All Black Base

Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$324.05	\$421.25			BST-Banana, White/Chrome	\$326.55	\$424.50	
	VTP-36" Maple Top/Black Base	\$346.45	\$450.40			BSS-Banana, Black/Chrome	\$326.55	\$424.50	
	VTJ-30" Graphite Top/Black Base	\$324.05	\$421.25			BS001-Shark, Swivel White	\$416.25	\$541.15	
	VTN-36" Graphite Top/Black Base	\$346.45	\$450.40			BS002-Zoey, Swivel White	\$381.35	\$495.75	
	VTW-36" White Laminate Top	\$346.45	\$450.40			BS003-Zoey, Swivel Black	\$381.35	\$495.75	
	VTB-30" Red Top/Black Base	\$324.05	\$421.25			RSTSTL-Rustique Barstool, Gunmetal	\$189.40	\$246.20	
	30WH42 30" White Laminate,	\$341.50	\$443.95			APS08-Apex Black Vinyl	\$294.15	\$382.40	
	VTA-30" Grey Top/Black Base	\$324.05	\$421.25			APS59-Apex Red Vinyl	\$294.15	\$382.40	
	RSTSQT Rustique Square Metal Bar Table	\$358.95	\$466.65			APS75-Apex White Vinyl	\$294.15	\$382.40	
	30BEBB-Blue Top/Black Base	\$328.55	\$427.10			APS12-Apex Blue Ultra Suede	\$294.15	\$382.40	
	30WDBB-Wood Top/Black Base	\$328.55	\$427.10			XBAR-Christopher White Vinyl	\$236.80	\$307.85	
	30BKSB Black Top/Black Base	\$328.55	\$427.10			LMBAR-Laguna, Maple/Chrome	\$244.25	\$317.55	
	30AGBB Brushed Gunmetal/Black Base	\$328.55	\$427.10			BSR-Syntax, Black/Chrome	\$296.60	\$385.60	
	30YBBB Brushed Yellow/Black Base	\$328.55	\$427.10			ZENBAR-Zenith, White/Chrome	\$219.35	\$285.15	
	30GSBB Green Top/Black Base	\$328.55	\$427.10			BSC-Oslo, White	\$343.95	\$447.15	
	30OSBB Orange Top/Black Base	\$328.55	\$427.10			ROLLBL-Lift Barstool, Black Vinyl	\$276.70	\$359.70	
	36BKHB Black Top/Black Base	\$328.55	\$427.10			ROLLGY-Lift Barstool, Grey Vinyl	\$276.70	\$359.70	
						ROLLRD-Lift Barstool, Red Vinyl	\$276.70	\$359.70	
						ROLLWH-Lift Barstool, White Vinyl	\$276.70	\$359.70	
						BLDBRD-Blade, Red	\$169.95	\$220.95	
						BLDBSB-Blade, Sky Blue	\$169.95	\$220.95	
						LUBSCL- Frosted, Acrylic	\$339.90	\$441.85	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount					
	30GRHB-Graphite Nebula, Chrome	\$393.85	\$512.00						
	30MTHB-Maple Top, Chrome	\$393.85	\$512.00						
	30BRHB-Brushed Red, Chrome	\$393.85	\$512.00						
	30WHHB White Laminate, Chrome	\$426.25	\$554.15						
	30MAHB-Grey Top, Chrome	\$393.85	\$512.00						
	30BEHB-Blue Top, Chrome	\$396.55	\$515.50						
	30WDHB-Wood Top, Chrome	\$396.55	\$515.50						
	30BKHB-Black Top, Chrome	\$396.55	\$515.50						
	30AGHB Brushed Gunmetal, Chrome	\$396.55	\$515.50						
	30YSHB Brushed Yellow, Chrome	\$396.55	\$515.50						
	30GSHB Green Top, Chrome	\$396.55	\$515.50						
	30OSHB Orange Top, Chrome	\$396.55	\$515.50						

Bars and Counters

	MTBLPI-Midtown Bar, Lighted	\$1,937.45	\$2,518.70			
	MTBUUL-Midtown Bar, unlighted	\$1,812.80	\$2,356.65			
	MTCLPI- Midtown Counter, Lighted	\$1,937.45	\$2,518.70			
	MTCPUL- Midtown Counter, Unlighted	\$1,824.15	\$2,371.40			

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	\$428.75	\$557.40			
	36MTHB, Maple Top, Chrome	\$428.75	\$557.40			
	36WTHB-White Top, Chrome	\$428.75	\$557.40			
	36BKHB Black Top, Chrome	\$428.75	\$557.40			

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Bar: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline Wednesday, August 19, 2020

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

Event Code: F151900920
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301

Desks, Credenzas, Files, Bookcases

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include CR8-Madison Credenza, JD8-Madison Executive Desk, BC8-Madison Bookcase, TECH3B-Tech Desk, TECH-Tech Desk, and TECH3-3-drawer File Cabinet.

Work & Multi-Use Tables

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include MERLIN-Multi Use Table and WD3-Work Table.

Product Display- Shelving

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Row includes PSHCCS-Posh Shelving.

Product Display- Pedestals

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include PDL36B-Ped, PDL42B-Ped, PDL36W-Ped, and PDL42W-Ped.

Lamps

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include LA15-Mason Silver Floor Lamp and LA14-Mason Silver Table Lamp.

Hedge Walls

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include HDG4FT-Boxwood Hedge and HDG7FT-Boxwood Hedge.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Exec Accessories: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Event Code: F151900920
email: orlando@shepardes.com
phone: (407) 888-9669
fax: (407) 888-2301

Discount Deadline Tuesday, August 11, 2020

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

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

Foam Core Signs, Single sided

Vinyl Banners with Digital Printing

Table with columns: Qty., Code, Item, Discount, Regular, Amount. Rows include items like Vertical 22" x 28", Horizontal 22" x 28", Vertical 28" x 44", Horizontal 28" x 44", Meterboard 38.25" x 90.75", and 39"x84" Meterboard, Ultraboard.

Please see our Graphic Guidelines page for specific file and artwork information.

See our Graphic Upload page for a step by step guide on uploading your artwork.

Accessories

Table with columns: Qty., Code, Item, Discount, Regular, Amount. Rows include Blank Foamcore 4' x 8', Velcro per ft, 7" x 44" ID Sign, Floor Easel, 22x28 Sign Holder, and Cardboard Meterboard base.

Table Clings Table clings are made to fit our Pedestal table tops!

Table with columns: Qty., Code, Item, Discount, Regular, Amount. Row includes 36"x36" Rnd Table Cling.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

Total Graphics: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Graphic Upload Info

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Upload Deadline Tuesday, August 11, 2020

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

Event Code:	F151900920
email	orlando@shepardes.com
phone	(407) 888-9669
fax	(407) 888-2301

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/04_RFID/EXHIBITOR%20UPLOADS

Username: **sesftp**

Password: **ftpftp**

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL
September 9 - 11, 2020

Event Code:
email
phone

F151900920
orlando@shepardes.com
(407) 888-9669

ACCEPTABLE FILE FORMATS

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

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

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

FONTS

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

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

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi).

NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

Vector

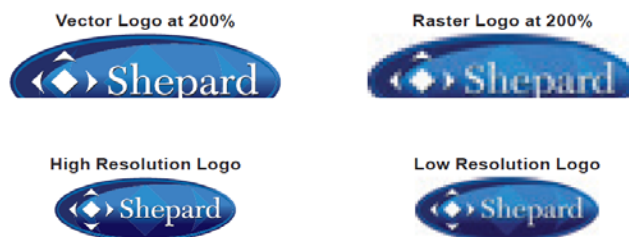
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

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

Resolution

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



ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are your exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- Bring our brand to life
- Create an engaging experience
- Attract attention
- Make exhibiting easy
- Generate traffic



High-impact exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication**, for a signature look & feel
- **Custom Rental**, for ultimate flexibility
- **Fabric Panels**, for maximum ease



Offering innovative exhibit frameworks ... and more

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



Why Shepard?

- **Complimentary consultation:** We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service:** Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions:** Shepard delivers exhibits that engage your audiences



Ready to get started?

Contact Our Exhibits Team!
Exhibits@shepardes.com
404-720-8600

shepardes.com

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code:

F151900920

email

exhibits@shepardes.com

phone

404-720-8652

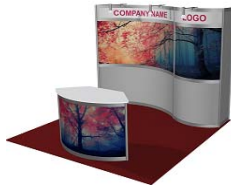
fax

404-720-8757

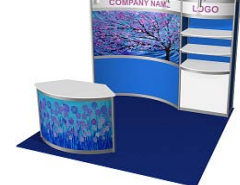
Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

The Eddie

The Jonathon

The Pierce

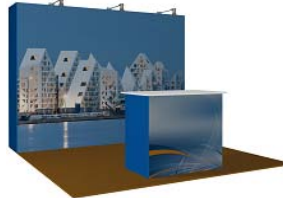
The Madison


Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,310.40	\$4,303.50
66471		The Eddie- 10' x 20'	\$5,390.85	\$7,008.10
66474		The Jonathon - 10' x 10'	\$2,309.45	\$3,002.30
66475		The Jonathon - 10' x 20'	\$4,042.50	\$5,255.25

Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$2,864.70	\$3,724.10
66478		The Pierce - 10' x 20'	\$5,439.15	\$7,070.90
66484		The Madison - 10' x 10'	\$3,473.90	\$4,516.05
66485		The Madison - 10' x 20'	\$4,117.10	\$5,352.25

The Grant

The Harrison

The Hamilton

The Lucy


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,666.85	\$4,766.90
66487		The Grant- 10' x 20'	\$5,082.05	\$6,606.65
66492		The Harrison - 10' x 10'	\$3,370.90	\$4,382.15
66493		The Harrison - 10' x 20'	\$4,953.40	\$6,439.40

Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,180.00	\$2,834.00
66468		The Hamilton- 10' x 20'	\$3,819.10	\$4,964.85
66473		The Lucy - 10' x 10'	\$2,122.95	\$2,759.85

Carpet and Electricity not included. Please order as needed. 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 Exhibits Department with any questions at 404-720-8652.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Inline Rentals: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: F151900920
 email: exhibits@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Choose Your Counter & Customize to Fit Your Exhibit!

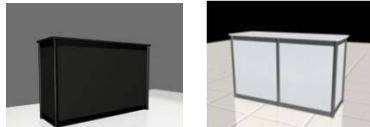
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03)

Locking Cabinets

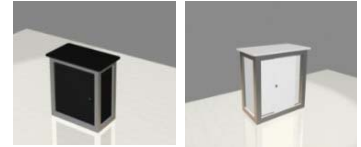
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$697.30	\$906.50		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$846.30	\$1,100.20		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$514.40	\$668.70	Silver Only	

Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9"L x 2' 3"D x 3' 3"H x 2' 3"D	\$745.85	\$969.60			Contact Us to Customize
66276		RC3	5' 3"L x 3' 6"H x 3' 3"D	\$1,617.85	\$2,103.20			1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$940.90	\$1,223.15		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$548.35	\$712.85		380mm x 580mm

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Counter Rentals: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code:

F151900920

email

exhibits@shepardes.com

phone

404-720-8652

fax

404-720-8757

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays Metal Colors Black (06) Silver (15)

Panel Colors Black (06) White (03)

Product Displays

Gondolas



GL Display Units

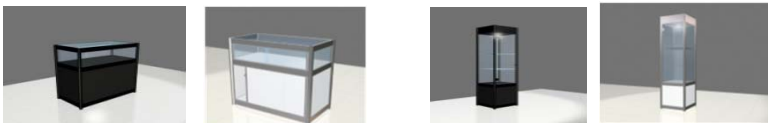


Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$498.30	\$647.80			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$880.05	\$1,144.05	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$832.70	\$1,082.50	Silver Only	NA	674mm x 1682mm

Showcases

Quarterview

Square

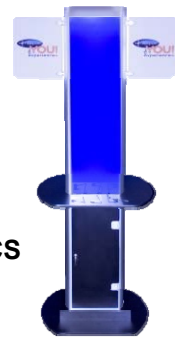


Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L X 1' 9" D x 3' 3" H	\$940.90	\$1,223.15		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,015.45	\$1,320.10		

Charging Units

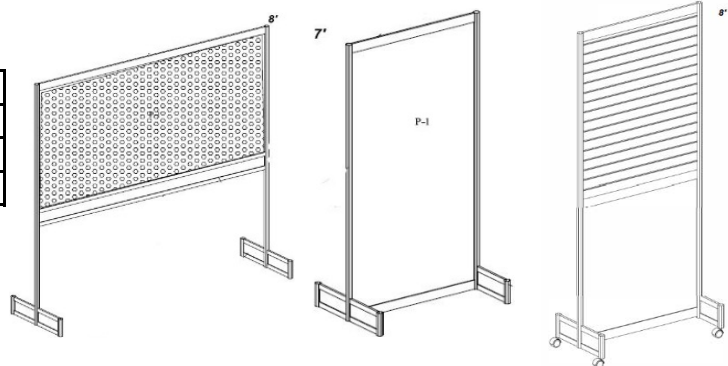
Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,764.95	\$2,294.45	Black Only	250mm x 700mm

PCS



Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
66148		PerfH	4'x7' Pegboard panel	\$226.35	\$294.25
66149		PerfV	4'x8' Pegboard panel	\$226.35	\$294.25
50104		6" Pegs	6" Pegs 1 dozen	\$37.30	\$48.50
66147		Slatwall	8'x3.5' Slatwall grey vert	\$293.50	\$381.55



Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: \$ _____
 All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change. 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

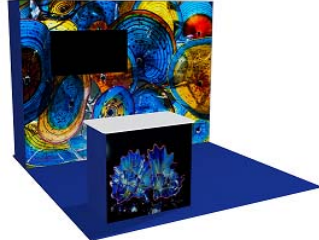
Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

 Event Code: F151900920
 email: exhibits@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

10x10 Fabric Booth Rental Display


Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,025.90	\$2,633.65
66558		FX2M1 10' w/Monitor	\$3,665.00	\$4,764.50

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,478.95	\$3,222.65
66562		FX2M1H 10' w/Monito	\$4,118.05	\$5,353.45

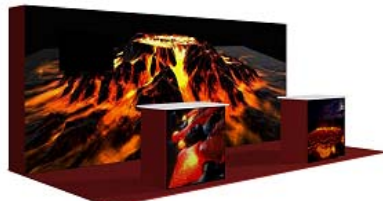
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

10x20 Fabric Booth Rental Display


Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,511.60	\$4,565.10
66560		FX2M2 10' x 20' w/Monitor	\$5,150.65	\$6,695.85
66567		FX2H2 10' x 20'	\$3,916.80	\$5,091.85
66563		FX2M2H 20' w/Monitor	\$5,555.85	\$7,222.60

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

Monitor 66620


****Please Note**** Carpet is not included, to order please refer to the Carpet Order 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 a Exhibit Team member with any customization requests at 404-720-8652.

 Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
 All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

 Total Fabex Rental: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: F151900920
 email: exhibits@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



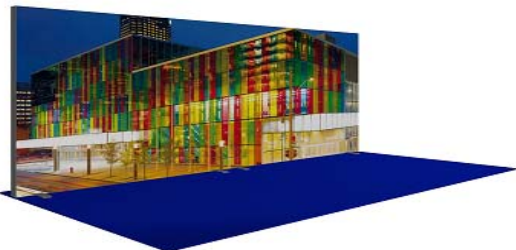
Step 1: Choose Your Booth Size

Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,042.80	\$2,655.65	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,157.00	\$4,104.10	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,271.30	\$5,552.70	8992mm x 2436mm

Carpet/Flooring, Furnishings, Power and Accessories not included.

FX 12- 8'h x 20'



FX 13- 8' h x 30'



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 an Exhibits team member with any questions at 404-720-8652.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Fabex Backlit: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

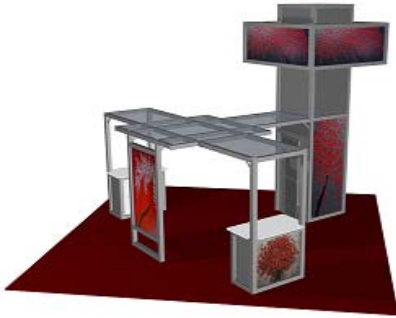
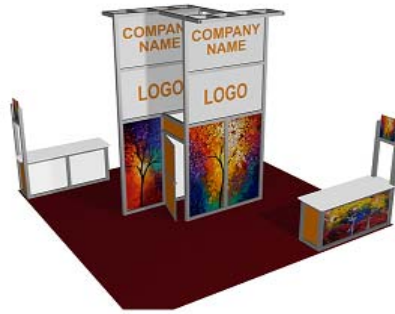
Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

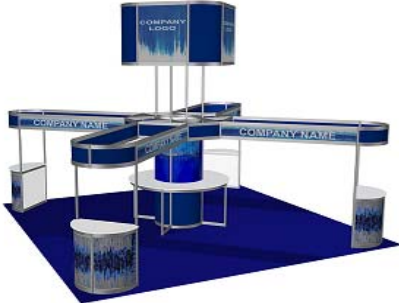
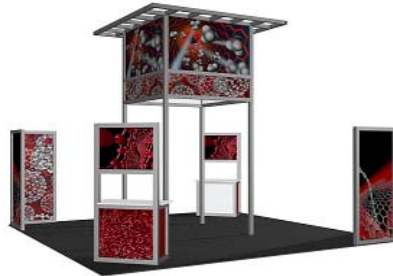
 Event Code: F151900920
 email: exhibits@shepardes.com
 phone: 404-720-8652
 fax: 404-720-8757

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits Team member to get started!

The Monroe

The Tyler


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$8,680.05	\$11,284.05
66368		The Washington	\$12,456.90	\$16,193.95
66495		The Tyler	\$9,269.85	\$12,050.80
66496		The Garfield	\$9,077.65	\$11,800.95

The Washington

The Garfield


Carpet and Electricity not included. Please order as needed. 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 an Exhibits team member with any questions at 404-720-8652.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

 Total Island Rentals: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

RFID JOURNAL LIVE! Conference & Exhibition
 Orange County Convention Center - Orlando, FL
 September 9 - 11, 2020

Event Code: F151900920
 email: exhibits@shepardes.com
 phone: (407) 888-9669
 fax: (407) 888-2301

Order Deadline Tuesday, August 11, 2020

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after deadline date may not be available.

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN		HSC10	HSC16
Code	Size	Discount*	Regular
69140	10' x 48"	\$4,969.55	\$6,460.40
69142	16' x 48"	\$7,898.25	\$10,267.75



SQUARE DESIGN		HSS10
Code	Size	Discount* Regular
69143	10' x 48"	\$6,042.95 \$7,855.85

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included



TRIANGULAR DESIGN		HST10
Code	Size	Discount* Regular
69144	10' x 48"	\$4,890.05 \$6,357.05



WAVE DESIGN		HSWS	HSWD
Code	Size	Discount*	Regular
69145	10' x 48" Single	\$2,153.45	\$2,799.50
69146	10' x 48" Double	\$2,888.95	\$3,755.65

Graphics must be received prior to the Order Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for building and hanging your sign!

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
 All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Hanging Sign Rental: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

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

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

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To: _____	(EXHIBITING CO. NAME)
	Booth #: _____	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:30 PM
	For: _____	RFID JOURNAL LIVE! Conference & Exhibition First day freight can arrive w/o a surcharge: August 11, 2020 Last day freight can arrive w/o a surcharge: September 1, 2020

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To: _____	(EXHIBITING CO. NAME)
	Booth #: _____	c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 Delivery Hours: M-F, 8-4:30 PM
	For: _____	RFID JOURNAL LIVE! Conference & Exhibition First day freight can arrive w/o a surcharge: August 11, 2020 Last day freight can arrive w/o a surcharge: September 1, 2020

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.



SHEPARD BLUE Supervised Labor

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline **Wednesday, August 19, 2020**

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

Labor Hours

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

OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday

DT - Double-time: Holidays

Holidays:

Shepard Blue Supervised Install Labor

Code	Discount	Regular	Estimate
68066 ST	\$88.13	\$114.55	
68067 OT	\$151.31	\$196.70	
68068 DT	\$176.25	\$229.15	

Shepard Blue Supervised Dismantle Labor

Code	Discount	Regular	Estimate
68070 ST	\$88.13	\$114.55	
68071 OT	\$151.31	\$196.70	
68072 DT	\$176.25	\$229.15	

Booth Size: _____ X _____

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

Step One:

Choose Your **Service**

- Installation
- Dismantling
- Both

Step Two:

How Many **People?**

- # _____
- # _____
- # _____

Step Three:

How Many **Hours?**

- # _____
- # _____
- # _____

Step Four:

When Should the Build be **Complete?**

- Date: _____ Time: _____
- Date: _____ Time: _____
- Date: _____ Time: _____

Step Five: Tell Us About Your **Exhibit!** (this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight Advance Warehouse Direct to Show site

Carrier Name _____

Estimated Arrival Date _____

Tracking or Pro # _____

of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____

Email _____

Cell Phone # _____

Drawings/Photos/ Instructions:

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

Graphics:

- With Exhibit
- Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

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

Other Services

Ordered:

- Overhead Rigging
- Cleaning
- AV

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:

- # of Crates _____
- # of Cartons _____
- # of Fiber Cases _____
- # of Pallets _____

Method:

- Ground
- 2-Day Air
- Next Day Air
- Other

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

*Allow time for empty return when scheduling your pick up

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

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

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

Estimated **SES Blue Labor:** \$ _____

6.500% **Tax*:** \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Exhibitor Supervised Labor

RFID JOURNAL LIVE! Conference & Exhibition

Orange County Convention Center - Orlando, FL

September 9 - 11, 2020

Discount Deadline **Wednesday, August 19, 2020**

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

Labor Hours

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

OT - Overtime: Monday - Friday 5PM - 8AM. All hours Saturday and Sunday

DT - Double-time: Holidays

Holidays:

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

Event Code: F151900920

email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$67.79	\$88.15	
68061	OT	\$116.39	\$151.30	
68062	DT	\$135.58	\$176.25	

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$67.79	\$88.15	
68064	OT	\$116.39	\$151.30	
68065	DT	\$135.58	\$176.25	

Step One:

Choose your service

- Installation
- Dismantling
- Both

Step Two:

How many people?

- # _____
- # _____
- # _____

Step Three:

How many hours?

- # _____
- # _____
- # _____

Step Four:

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- Ladders
- Lifts
- Special Tools: _____

Details: _____

Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name _____

Cell _____

Email: _____

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

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

Labor Estimate \$ _____

6.500% Tax*: \$ _____

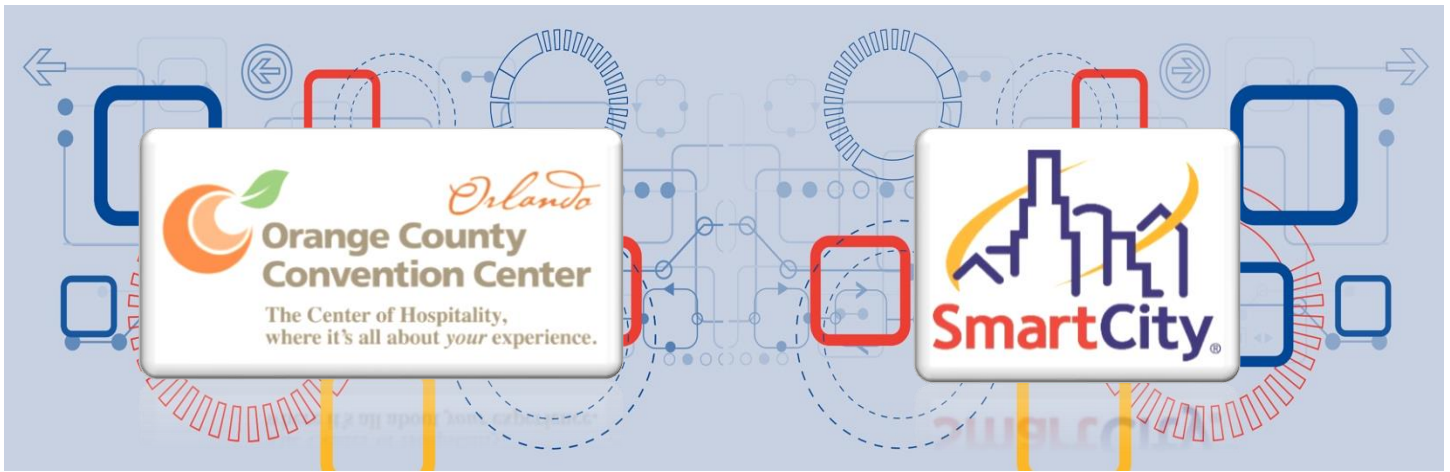
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



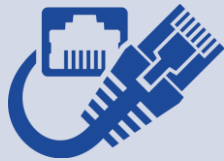
RFID Live!

September 9th – 11th, 2020

Order 21 days prior to the 1st day of the event move-in for incentive rate.

Incentive deadline for the above event is August 14th, 2020

Smart City is the exclusive telecommunications service provider for the Orange County Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit <https://orders.smartcitynetworks.com>

RFID Journal Live!

September 9—11, 2020

Orange County Convention Center



(770) 507-6777
 FAX (770) 474-4676
 order@tfc-florist.com
 www.tfc-florist.com

N•A•T•I•O•N•A•L
 convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
 Firm, Billing Name: _____ Purchase Order or Reference Number: _____
 Booth Number: _____ Credit Card #: _____
 Billing Address: _____ Expiration Date: _____ (CVV #) _____
 City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
 Show Decorator: _____
 Phone: _____ Fax: _____ Authorized Signature: _____
 Cell: _____ Email Address: _____

How to Order: MAIL TO: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr, Stockbridge, GA 30281
 EMAIL TO order@tfc-florist.com (770) 507-6777 (770) 474-4676 FAX

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO MOVE IN**

FLORAL ORDER FORM

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$70.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
 Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$60.00 ea

Visit www.tfc-florist.com for additional sample pictures.
 For free design assistance, please call 770-507-6777 or email order@tfc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H

\$25.00/\$30.00 each

Qty _____

White _____

Yellow _____

Lavender _____



Azaleas—12"H

\$40.00/\$45.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$45.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

See next page for green plants.

Ferns



Ferns
\$40.00/\$45.00 each

Qty ____

Ivy



Ivy—10”H x 10”W
\$40.00/\$45.00 each

Qty ____

Pothos



Pothos—12”H x 12”W
\$40.00/\$45.00 each

Qty ____

FLORAL ORDER FORM

3' Green Plants



\$46.50/\$48.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$56.50/\$64 each Qty ____
5' @ \$65.50/\$80 each Qty ____
6' @ \$76.50/\$96 each Qty ____

7' H & Taller plants & Planters are available
Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

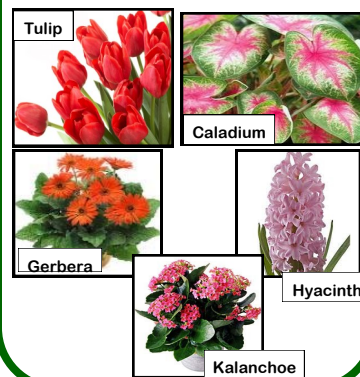
For Top-dressing with fern & azalea
__ white, __ pink, __ red

For Top-dressing with fern & mum
__ white, __ yellow, __ lavender



4' @ \$136/\$155 each, Qty ____
5' @ \$146/\$170 each, Qty ____
6' @ \$157/\$185 each, Qty ____

Seasonal Flowering Plants
Call for Price & Availability



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

Order Cost Summary

Select Container (Included in rental cost)
__ Black __ White __ Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available.
Please call 770-507-6777 for pricing.

Sub Total _____

Del Fee 10% _____

Total _____

Show Name: RFID Journal Live 2020
Incentive Deadline Date: August 14th, 2020
Base Rates Start On/After: August 15th, 2020
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.

****A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

How To Order OCCC Services:

Order Online:	Order via Email:	Fax:	Mail:
www.occc.net/exhibitor	Exhibitor.Services@occc.net	(407) 685-9884	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. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
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.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

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.

EVENT: **RFID Journal Live 2020**

EXHIBITOR	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
BILLING	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****

RFID Journal Live 2020	Place Your Order Online or Via Email or Fax:	OCCC Mailing Address:
Incentive Deadline Date: August 14th, 2020	Order Online: www.occc.net/exhibitor	Orange County Convention Center
To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by:	Email Forms: exhibitor.services@occc.net	ATTN: Exhibitor Services
August 14th, 2020	Send Via Fax: (407) 685-9884	9860 Universal Blvd.
	Call: (800) 345-9898	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 2020

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:	
		August 14th, 2020				August 15th, 2020				September 4th, 2020	
Quantity	Item Description	Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal	
Floor	Ceiling										
	120V 5 Amp (500w) Single Outlet*	\$119.87	\$11.99	\$7.79	\$139.65	\$192.87	\$19.29	\$12.54	\$224.70		
	120V 10 Amp (1000w) Single Outlet*	\$136.99	\$13.70	\$8.90	\$159.59	\$219.91	\$21.99	\$14.29	\$256.19		
	120V 15 Amp (1500w) Single Outlet*	\$154.12	\$15.41	\$10.02	\$179.55	\$247.85	\$24.79	\$16.11	\$288.75		
	120V 20 Amp (2000w) Single Outlet*	\$172.15	\$17.21	\$11.19	\$200.55	\$270.39	\$27.04	\$17.58	\$315.01		
208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
	208V 20 Amp Single Phase*	\$220.82	\$22.08	\$14.35	\$257.25	\$355.11	\$35.51	\$23.08	\$413.70		
	208V 30 Amp Single Phase*	\$292.02	\$29.20	\$18.98	\$340.18	\$466.87	\$46.69	\$30.35	\$543.91		
	208V 40 Amp Single Phase*	\$359.61	\$35.96	\$23.37	\$418.94	\$572.32	\$57.23	\$37.20	\$666.75		
	208V 50 Amp Single Phase*	\$447.04	\$44.70	\$29.06	\$520.80	\$715.63	\$71.56	\$46.52	\$833.71		
	208V 60 Amp Single Phase*	\$538.07	\$53.81	\$34.97	\$626.85	\$848.12	\$84.81	\$55.13	\$988.06		
	208V 80 Amp Single Phase*	\$666.95	\$66.70	\$43.35	\$777.00	\$1,066.95	\$106.70	\$69.35	\$1,243.00		
	208V 100 Amp Single Phase*	\$853.22	\$95.32	\$55.46	\$994.00	\$1,363.95	\$136.40	\$88.66	\$1,589.00		
N/A	208V 150 Amp Single Phase*	\$1,084.11	\$70.47	\$108.42	\$1,263.00	\$1,733.90	\$112.71	\$173.39	\$2,020.00		
N/A	208V 200 Amp Single Phase*	\$1,446.34	\$94.02	\$144.64	\$1,685.00	\$2,315.01	\$150.48	\$231.51	\$2,697.00		
N/A	208V 400 Amp Single Phase*	\$2,891.84	\$187.97	\$289.19	\$3,369.00	\$4,627.46	\$300.79	\$462.75	\$5,391.00		
208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below											
	208V 20 Amp Three Phase*	\$338.89	\$33.89	\$22.03	\$394.81	\$544.38	\$54.44	\$35.38	\$634.20		
	208V 30 Amp Three Phase*	\$485.79	\$48.58	\$31.58	\$565.95	\$779.61	\$77.96	\$50.67	\$908.24		
	208V 40 Amp Three Phase*	\$618.28	\$61.83	\$40.19	\$720.30	\$990.52	\$99.05	\$64.38	\$1,153.95		
	208V 50 Amp Three Phase*	\$734.55	\$73.45	\$47.75	\$855.75	\$1,177.98	\$117.80	\$76.57	\$1,372.35		
	208V 60 Amp Three Phase*	\$925.63	\$92.56	\$60.17	\$1,078.36	\$1,484.42	\$148.44	\$96.49	\$1,729.35		
	208V 80 Amp Three Phase*	\$1,177.68	\$117.77	\$76.55	\$1,372.00	\$1,884.12	\$188.41	\$122.47	\$2,195.00		
	208V 100 Amp Three Phase*	\$1,472.10	\$147.21	\$95.69	\$1,715.00	\$2,356.22	\$235.62	\$153.15	\$2,745.00		
N/A	208V 150 Amp Three Phase*	\$1,872.10	\$121.69	\$187.21	\$2,181.00	\$2,993.99	\$194.61	\$299.40	\$3,488.00		
N/A	208V 200 Amp Three Phase*	\$2,495.27	\$162.20	\$249.53	\$2,907.00	\$3,993.12	\$259.56	\$399.32	\$4,652.00		
N/A	208V 400 Amp Three Phase*	\$5,782.82	\$375.89	\$578.29	\$6,737.00	\$9,254.07	\$601.52	\$925.41	\$10,781.00		
Select Any Related and/or Required Services											
	Ceiling Drop Charge†				\$275.10				\$407.40		
	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		
	GFI Rental Plug	\$25.00		\$1.63	\$26.63	\$25.00		\$1.63	\$26.63		
	20 - 30 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	40 - 60 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	80 - 100 Amp Connection Plug‡	\$92.02		\$5.98	\$98.00	\$92.02		\$5.98	\$98.00		
	150 - 200 Amp Connection‡	\$165.26		\$10.74	\$176.00	\$165.26		\$10.74	\$176.00		
	400 Amp Connection‡	\$183.10		\$11.90	\$195.00	\$183.10		\$11.90	\$195.00		
	<input type="checkbox"/> CHECK HERE IF NO PLUG RENTAL NEEDED										
*Labor, Placement & 24-Hour Power Included									† Required For All Ceiling Drops		‡ Required For Each 208V Connection
									TOTAL:		

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. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
 - 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. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
 - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

EVENT: RFID Journal Live 2020

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	August 14th, 2020				August 15th, 2020				September 4th, 2020
		Cost	Utility Tax	Sales Tax	Unit Price	Cost	Utility Tax	Sales Tax	Unit Price	Subtotal
P L U M B I N G	Water Service Connection* 1/2 FPT Service Outlet	\$190.55	\$19.06	\$12.39	\$222.00	\$307.29	\$30.73	\$19.98	\$358.00	
	Drain Service Connection* 1/2 FPT Service Outlet	\$170.89	█	\$11.11	\$182.00	\$272.00	█	\$17.70	\$290.00	
	Water Fill & Drain* 1-500 Gallons	\$232.61	\$23.27	\$15.12	\$271.00	\$375.10	\$37.51	\$24.39	\$437.00	
	Water Fill & Drain* Each Additional 100 Gallons	\$33.47	\$3.35	\$2.18	\$39.00	\$58.36	\$5.84	\$3.80	\$68.00	
	30 Gallon Hot Water Heater*	\$317.37	█	\$20.63	\$338.00	\$476.05	█	\$30.95	\$507.00	
	80 Gallon Hot Water Heater* Quick Recovery Type	\$317.37	█	\$20.63	\$338.00	\$476.05	█	\$30.95	\$507.00	
	120 Gallon Hot Water Heater* Quick Recovery Type	\$634.74	█	\$41.26	\$676.00	\$634.74	█	\$41.26	\$676.00	
	Single Beauty Sink* with Hot Water Heater	\$329.57	█	\$21.43	\$351.00	\$492.95	█	\$32.05	\$525.00	
	Single Utility Sink* with Hot Water Heater	\$329.57	█	\$21.43	\$351.00	\$492.95	█	\$32.05	\$525.00	
	Single Utility Sink* without Hot Water Heater	\$232.86	█	\$15.14	\$248.00	\$352.11	█	\$22.89	\$375.00	
G A S S	Triple Kitchen Sink* with Hot Water Heater & Disposal	\$722.06	█	\$46.94	\$769.00	\$1,053.52	█	\$68.48	\$1,122.00	
	Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us)	\$279.01	█	\$18.14	\$297.14	\$380.56	█	\$24.74	\$405.30	
	LP (Liquid Propane) Gas* 5lb Tank	\$62.18	6.22	\$4.04	\$72.44	\$75.71	\$7.57	\$4.92	\$88.20	
	Natural Gas Connection† 1 - 50,000 BTUs Hook-Up	\$256.64	\$25.67	\$16.69	\$299.00	<i>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</i>				
Natural Gas - additional BTUs† Additional 50,000 BTUs Hook-Up	\$123.18	\$12.32	\$8.01	\$143.51						
Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders	Must Be Included In Total For All Natural Gas Orders			\$275.10						
									TOTAL:	

* 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

SERVICE PLACEMENT
DIAGRAM FORM

EVENT: **RFID Journal Live 2020**

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 2020

EXHIBITOR	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
BILLING	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: _____	

N O T I C E

- 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.

	Incentive Rate If Ordered & Paid By: August 14th, 2020	Base Rate If Ordered Or Paid On/After: August 15th, 2020
Rigging Labor		
Initial Rigging Charge, Three-Rigger Team, First Hour In & Out	\$579.60 <input type="checkbox"/> Select	\$844.20 <input type="checkbox"/> Select
Additional Rigging Labor, Per Rigger, Per Hour	\$96.60	\$140.70
Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour	\$140.70	\$211.05

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 TOP 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.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **RFID Journal Live 2020**

Item Description	Incentive Rate If Ordered & Paid By:			Base Rate If Ordered Or Paid On/After:		
	August 14th, 2020			August 15th, 2020		
	Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price
<i>Contact us for quantity discounts!</i>						
<i>Save on transportation/freight charges and costly downtime!</i>						
CM Lodestar Chain Hoist, Electric, 1/4 Ton*	\$315.00	\$20.48	\$335.48	\$472.50	\$30.71	\$503.21
CM Lodestar Chain Hoist, Electric, 1/2 Ton*	\$316.00	\$21.48	\$336.48	\$472.50	\$30.71	\$503.21
CM Lodestar Chain Hoist, Electric, 1 Ton*	\$317.00	\$22.48	\$337.48	\$472.50	\$30.71	\$503.21
CM Lodestar Chain Hoist, Electric, 2 Ton*	\$318.00	\$23.48	\$338.48	\$472.50	\$30.71	\$503.21
Rotating Motor, 100lb Capacity*	\$180.28	\$11.72	\$192.00	\$270.42	\$17.58	\$288.00
Rotating Motor, 200lb Capacity*	\$210.32	\$13.72	\$224.04	\$473.22	\$30.76	\$503.98
Rotating Motor, 500lb Capacity*	\$539.43	\$35.07	\$574.50	\$539.43	\$35.07	\$574.50
Truss Is Available In Silver or Black						
Thomas Aluminium Truss, 12" x 12" x 2'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 2.5'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 3'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 4'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 5'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" x 12" x 6'	\$67.33	\$4.38	\$71.70	\$100.99	\$6.56	\$107.55
Thomas Aluminium Truss, 12" x 12" x 8'	\$72.93	\$4.74	\$77.67	\$109.41	\$7.11	\$116.52
Thomas Aluminium Truss, 12" x 12" x 10'	\$78.55	\$5.11	\$83.66	\$117.82	\$7.66	\$125.48
Thomas Aluminium Truss, 12" Corner Block	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 12" Grapple	\$42.35	\$2.75	\$45.10	\$63.51	\$4.13	\$67.64
Thomas Aluminium Truss, 12" Hingle Plate	\$72.93	\$4.74	\$77.67	\$109.41	\$7.11	\$116.52
Thomas Aluminium Truss, 20.5" x 20.5" x 2'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 3'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 4'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 5'	\$56.10	\$3.65	\$59.75	\$84.16	\$5.47	\$89.63
Thomas Aluminium Truss, 20.5" x 20.5" x 6'	\$67.33	\$4.38	\$71.70	\$100.99	\$6.56	\$107.55
Thomas Aluminium Truss, 20.5" x 20.5" x 8'	\$78.55	\$5.11	\$83.66	\$117.82	\$7.66	\$125.48
Thomas Aluminium Truss, 20.5" x 20.5" x 10'	\$95.38	\$6.20	\$101.58	\$143.07	\$9.30	\$152.37
Thomas Aluminium Truss, 20.5" Corner Block	\$89.78	\$5.84	\$95.61	\$134.65	\$8.75	\$143.40
Thomas Aluminium Truss, 20.5" Grapple	\$42.35	\$2.75	\$45.10	\$63.51	\$4.13	\$67.64
Thomas Aluminium Truss, 20.5" Hingle Plate	\$89.78	\$5.84	\$95.61	\$134.65	\$8.75	\$143.40
Hardware						
Airwall Hanger	\$21.00	\$1.37	\$22.37 / Week	\$31.50	\$2.05	\$33.55 / Week
All Thread	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Barn Door	\$30.00	\$1.95	\$31.95 / Week	\$45.00	\$2.93	\$47.93 / Week
Batten or Water Pipe - Per Foot	\$3.00	\$0.20	\$3.20 / Week	\$4.50	\$0.30	\$4.80 / Week
Clamp - Beam	\$45.00	\$2.93	\$47.93 / Week	\$67.50	\$4.39	\$71.89 / Week
Clamp - Misc.	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Deck Chain	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings	\$6.00	\$0.39	\$6.39 / Week	\$9.00	\$0.59	\$9.59 / Week
Nylon Sling or GAC Flex	\$15.00	\$0.98	\$15.98 / Week	\$20.00	\$1.30	\$21.30 / Week
Raw Wire - Per Foot	\$0.95	\$0.07	\$1.02 / Week	\$1.35	\$0.09	\$1.44 / Week
Rope	\$12.00	\$0.78	\$12.78 / Week	\$18.00	\$1.17	\$19.17 / Week
Sheave	\$21.00	\$1.37	\$21.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Steel Point	\$10.00	\$0.65	\$10.65 / Week	\$15.00	\$0.98	\$15.98 / Week
Strand Vice	\$21.00	\$1.37	\$21.37 / Week	\$31.50	\$2.05	\$33.55 / Week
Truss Protector	\$1.00	\$0.07	\$1.07 / Week	\$1.00	\$0.07	\$1.07 / Week

*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.

EVENT: **RFID Journal Live 2020**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

Quantity	Item Description	Incentive Rate If Ordered & Paid By: August 14th, 2020			Base Rate If Ordered Or Paid On/After: August 15th, 2020			On-Site Rates Start: September 4th, 2020
		Cost	Sales Tax	Unit Price	Cost	Sales Tax	Unit Price	Subtotal
	Aerial Par Can Light‡	\$266.66	\$17.34	\$284.00	\$450.00	\$29.25	\$479.25	
	Overhead Lights Out, Per Pod	<i>Per Show Management Approval</i>		\$55.00	<i>Per Show Management Approval</i>		\$75.00	
							TOTAL:	

‡Installation, Removal, Electricity, & (1) Focus Included

TO EXPEDITE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

ADJACENT BOOTH OR AISLE #:

ADJACENT BOOTH OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- Par can refocusing is subject to labor charges.
- On-site orders 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.
- 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.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **RFID Journal Live 2020** _____ 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 Services Desk to cover any retrieval costs.

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: _____

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:

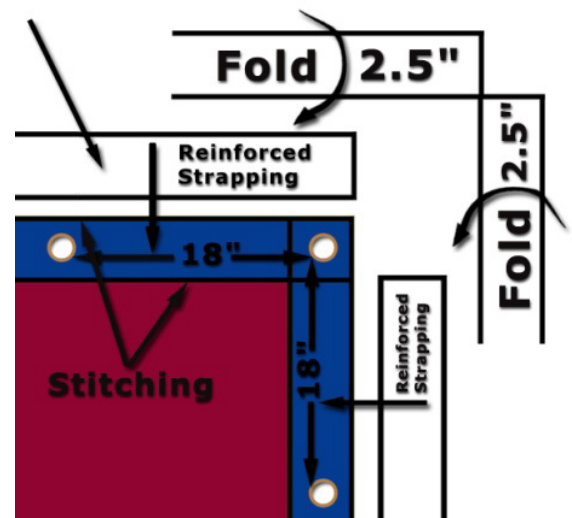
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl 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. **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.
- 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.

RFID Journal Live!

September 9 - 11, 2020 | Orange County Convention Center | Orlando, Florida

Choose the solution that will instantly capture contact & demographic data



Order Lead Retrieval	on or before 7/15/20	from 7/16/20 to 7/30/20	after 7/30/20	number of units	TOTAL
SWAP® Mobile App (Up to 3 users)	\$499	\$499	\$499		\$
Handheld Badge Scanner (RT2000)	\$470	\$545	\$575		\$
RT2000 Portable Bluetooth Printer	\$75	\$100	\$125		\$
Tablet (Android Device)	\$399	\$425	\$475		\$
Add SWAP Mobile App Users to any above products (after purchase of initial lead option)	\$129 each				\$
Developer's Kit (Real Time Data Services) Click here for more information	Please Call For Pricing				
Delivery of Reader to Booth (Post show pickup not available)	\$200				\$
See page 2 for enhanced product descriptions				Sub-Total	\$
				Processing Fee*	\$ 9.99
				Sales Tax**	6.5%
				TOTAL	\$

Risk-Free COVID-19 Refund Policy
click here

Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment 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:
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions

* Processing fee waived when order is placed using company's online lead portal.

** Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Order Online Now: <https://exhibitor.experientswap.com>

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: _____

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.

Order Online Now: <https://exhibitor.experientswap.com>

For Assistance Contact:

Exhibitor Services

P: 800.787.0475

E: ExhibitorServices@experient-inc.com

It is against Experient's security policy to accept credit card information via email.



A Maritz Global Events Company

All Experient badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

What's NEW with our badge scanning devices:

- Automated emails to scanned leads
- Customizable branding into SWAP application
- Ability to print leads from personal devices
- Copy over surveys from previous events
- Business card scanning
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Streamlined "voice to text" ability
- New signature functionality to assure privacy and data integrity



Which Solution is Right for Your Booth?



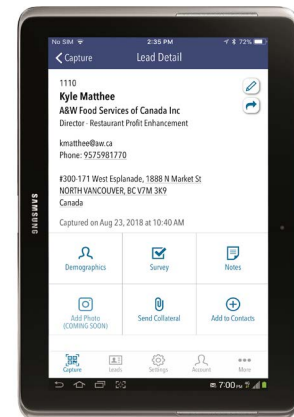
SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Talk to text to easily add notes
- Optional printing capability



Handheld Scanner (RT2000)

- High speed
- Ergonomic—left and right hand enabled
- Optional Bluetooth printer
- Good for busy booths that require shared devices



Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes

Order Online Now: <https://exhibitor.experientswap.com>



Get Noticed

*with
Exhibitor Catering*

MENU

ORDER FORM

Kelsey Kercado

Exhibitor Catering Sales Manager

Kelsey.Kercado@Centerplate.com

407-685-5760

