



Shepard Exposition Services

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

SHOW INFORMATION

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Black
(2) Side Chairs
(1) Wastebasket

Show drape color(s):

Black

Aisle carpet color:

Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, February 8, 2017	1:00 PM - 9:00 PM
Exhibit Hours:	Thursday, February 9, 2017	9:45 AM - 10:15 AM 3:00 PM - 4:15 PM
	Friday, February 10, 2017	10:00 AM - 11:00 AM 3:00 PM - 4:15 PM
Exhibitor Move-out:	Friday, February 10, 2017	4:30 PM - 6:30 PM
Freight Re-route Time:	Friday, February 10, 2017	6:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, January 12, 2017
Discount price deadline for standard Shepard orders:	Thursday, January 19, 2017
Discount price deadline for custom Shepard rentals:	Tuesday, January 10, 2017
First day for warehouse deliveries without a surcharge:	Thursday, January 12, 2017
Last day for warehouse deliveries without a surcharge:	Wednesday, February 1, 2017
First day freight can arrive at show facility:	Wednesday, February 8, 2017 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Association of Biblical Higher Education Annual Conference
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]

Association of Biblical Higher Education Annual Conference
Wyndham Orlando Resort (I Drive)
8001 International Drive
Orlando, FL 32819

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



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ONLINE ORDERING INSTRUCTIONS

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

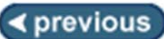
Event Code: F123030217

ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on [Association of Biblical Higher Education Annual Conference](#)
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
 - a. **NEW users :** User name = Your Email Address (provided by Show Management)
Password = ABHE17
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
 - OR
 - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

Association of Biblical Higher Education Annual Conference**February 9 - 10, 2017****Wyndham Orlando Resort - Orlando, Florida**

Event Code: F123030217

Discount Deadline: January 19, 2017

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

WIRE TRANSFER

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

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

Name of show that you are attending - **Association of Biblical Higher Education Annual Conference**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL): PNCCUS33

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

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Pay by Check* ☐

Pay by Wire* ☐

Credit Card #:

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

Expiration Date:

Month		Year	

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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

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



SHEPARD TERMS & CONDITIONS

Association of Biblical Higher Education Annual Conference

PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

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Association of Biblical Higher Education Annual Conference

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Event Code: F123030217

Discount Deadline: January 19, 2017

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

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

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

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

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

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

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): _____

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:


☐

☐

☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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



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EXHIBITOR APPOINTED CONTRACTOR

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Deadline Date: January 12, 2017

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Non-Official Contractor: _____

Services to be performed: _____

Contact Name: _____ **Email:** _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

FX2 Package:

10' Wide x 8' High Full color fabric back wall with 40" high freestanding counter

20' Wide x 8' High Full color fabric back wall with 40" high freestanding double counter

*Mounted monitor also available



(66534)



(66536)

Signature Series FABEX Booth Rentals

FX3 Package:

10' Wide x 8' High Full color fabric back wall with inset and (1) 40" high freestanding counter

20' Wide x 8' High Full color fabric back wall with (1) 40" high freestanding single counter



(66538)



(66542)



(66544)

*Optional Header can be added to 10' or 20' FX2 Packages

Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.



(66540)

Package Options and Pricing

FABEX Signature FX2 Options		
QTY	Item Description	Standard
66534	10' Backwall Package	2132.10
66536	20' Backwall Package	3695.65
66542	10' Backwall package with Header	2608.90
66544	20' Backwall Package with Header	4122.05

FABEX Signature FX3 Options		
QTY	Item Description	Standard
66538	10' Backwall Package	3127.10
66540	20' Backwall Package	4719.05

☐ ** Add mounted monitor to the back wall (66546) for FX2 & FX3 Options!

(Please note: Maximum 42" monitor. Standard monitor placement is centered on backwall, please call for details. Client is responsible for ordering electrical services)

Qty	Price
66546	1500.00

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics **MUST** be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages:	\$
6.500% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____



(404) 720-8652



(404) 720-8757



ESSRentals@shepardes.com

EVENT CODE

F123030217

DISCOUNT DEADLINE

January 10, 2017

Freestanding 10' or 20' Backlit backwall with full color graphics

Signature Series FABEX Backlit Booth

**FX1 - 10' Wide x 8' High Freestanding
Backlit Wall with full color graphics**



(66530)

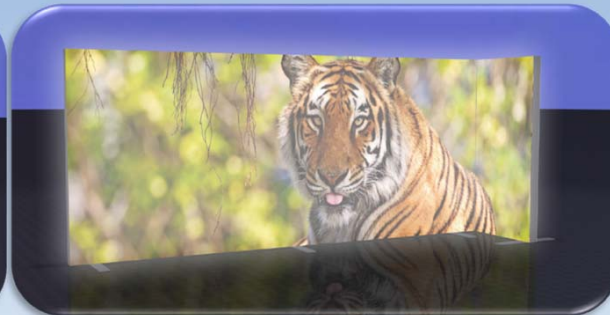
FX1 also available in:
20' Wide x 8' High (66532) 30'
Wide x 8' High (66547)

**FX1L- 10' Wide x 8' High Backlit wall with
(1) Endcap and full color graphics**



(66531)

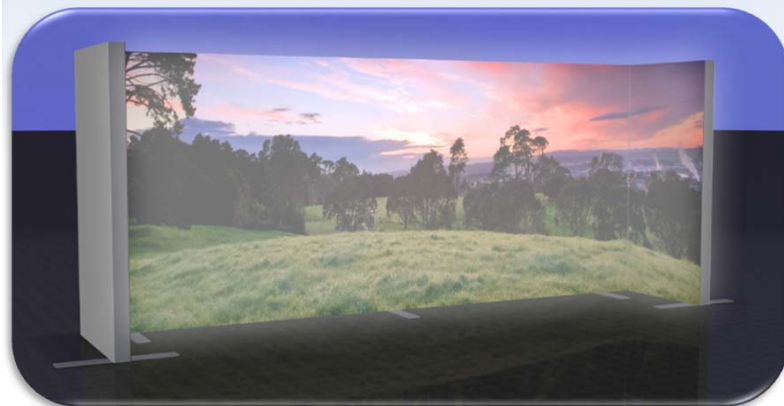
**FX1.2L - 20' Wide x 8' High Backlit wall with (1)
Endcap and full color graphics**



(66533)

****Endcap measures 1 Meter Wide x 8' High

**FX1U - 20' Wide x 8' High Backlit wall with (2)
Endcaps and full color graphics**



****Endcaps measure 1 Meter Wide x 8' High**

(66549)

**FX1F - Backlit Freestanding Panel
Available in Double sided or Single sided**



(66548)

Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	2149.85
66532	FX1.2-20' Freestanding Backlit Wall	3322.50
66547	FX1.3-30' Freestanding Backlit Wall	4495.20

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2573.35
66533	FX1.2L-20' backlit Wall with Endcap	3746.00
66549	FXU-20' Backlit Wall with Endcaps	4169.45
66548	FX1F- Freestanding Backlit Panel	846.90

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics **MUST** be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.



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orlando@shepardes.com

EVENT CODE
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DISCOUNT DEADLINE
January 10, 2017

Signature Series Furniture

Natural Feel Business Table 30"



Natural Feel Business Chair

Natural Feel Business Table 40"



Natural Feel Business Stool



6 Foot Fabric Table Cover w/ Table



Available Colors:



Lighting & Accessories



Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	140.30	182.40	
50705	Natural Feel Business Stool	170.85	222.10	
50706	Natural Feel Business Table 30"	286.70	372.70	
50707	Natural Feel Business Table 40"	298.90	388.55	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	237.95	
	Red - Fabric Table Cover w/ Table	237.95	
	Blue - Fabric Table Cover w/ Table	237.95	
	Black - Fabric Table Cover w/ Table	237.95	

Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	152.50	198.25	
50710	Natural Feel Table Lamp	109.85	142.80	
50708	Natural Feel Waste Receptacle	67.10	87.25	

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

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

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

Authorized Signature: _____

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



Signature Series Flooring

Elevated
Hardwood Flooring

Premium Plush Carpet
50 oz.



Premium Vinyl Floor Covering

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

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{} \text{ sq. ft.}$$

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	9.25	
(74)	Crimson	9.25	
(73)	Graphite	9.25	
(03)	White	9.25	
(06)	Black	9.25	
(90)	Hot Pink	9.25	
(91)	Electric Blue	9.25	
(77)	Bay Blue	9.25	
(48)	Hunter	9.25	
(99)	Sun Gold	9.25	
(98)	Paprika	9.25	
(07)	Burgundy	9.25	

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	11.95	
(84)	Rustic Cherry	11.95	
(80)	Blackwood	11.95	
(31)	Ivory	11.95	
(85)	Barnwood	11.95	
(82)	Checkerboard	11.95	

Elevated Hardwood Floor

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

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

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

Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

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

Authorized Signature: _____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.



Booth Cleaning

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

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

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

Booth Vacuuming



Vacuum Once				
Sq Ft	Item	Discount	Amount	
47050	0-399 sq ft	0.46	0.60	
47051	400-900 sq ft	0.40	0.50	
47052	900+ sq ft	0.35	0.45	

Vacuum Once with One Touch Up				
Sq Ft	Item	Discount	Amount	
47045	0-399 sq ft	0.56	0.75	
47046	400-900 sq ft	0.50	0.65	
47047	900+ sq ft	0.45	0.60	

*Touch Up Service Date: _____

Daily Vacuum				
Sq Ft	Item	Discount	Amount	
47055	0-399 sq ft	0.92	1.20	
47056	400-900 sq ft	0.85	1.10	
47057	900+ sq ft	0.75	1.00	

Porter Service



Booth Porter Services				
Sq Ft	Item	Discount	Amount	
47030T	Porter Service Once	0.45	0.60	
47031T	Daily Porter Service	0.90	1.15	

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

Mopping/Shampooing



Mopping				
Sq Ft	Item	Discount	Amount	
47042	Once Before Initial Opening per sq ft	0.60	0.80	
47022	Daily per sq. ft.	1.05	1.35	

Shampooing				
Sq Ft	Item	Discount	Amount	
47003	Once Before Initial Opening per sq ft	0.60	0.80	

Display Wipe Down



Display Wipe Down *2 hr minimum per day				
Hours	Item	ST	OT	
47043	Once Before Initial Opening	82.50	123.75	
Hrs per day	Item	ST	OT	
47044	Daily service	82.50	123.75	

Date _____ Start Time _____
 Date _____ Start Time _____
 Date _____ Start Time _____
 Date _____ Start Time _____

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

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

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

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

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

Authorized Signature:

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
 *All tax rates are subject to change.



Shepard Exposition Services

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

Customer Service Phone: (407) 888-9669

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BOOTH CARPETING

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 19, 2017

Carpet lends the booth a warm, inviting atmosphere.

Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

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

Choose Color:



Red
(01)

☐


Silver Cloud
(18)

☐


Deep Navy
(22)

☐


Charcoal
(17)

☐


Black
(06)

☐


Beige
(14)

☐

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.50	8.45	
46003	Rental 1000+/sq ft	5.65	7.35	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	15.95	20.75	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

BOOTH DIMENSIONS

What is your booth size (ft.)?

X

=

sq. ft.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.15	1.50	
50008	1" Padding	2.30	3.00	
50010	Visqueen	0.35	0.45	

EXPO CARPET - 13 OZ.

Choose Color:



Red
(01)

☐


Blue
(05)

☐

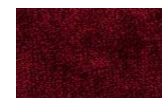

Tuxedo
(50)

☐


Black
(06)

☐


Teal
(13)

☐


Burgundy
(07)

☐

Qty.	Item	Discount	Regular	Amount
50401	8' x 10'	227.30	295.50	
50402	8' x 20'	424.20	551.45	
50403	8' x 30'	632.65	822.45	
50404	8' x 40'	841.10	1093.45	

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

SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	4.75	6.20	
50581	400 - 900 sq ft	4.30	5.60	
50582	900+ sq ft	3.90	5.05	

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

*Minimum 100 square feet

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

Total Carpeting	\$
6.50% Tax:	\$
Amount Due:	\$

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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

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

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* All tax rates are subject to change.



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EXPO FURNISHINGS

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 19, 2017

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

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

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	126.75	164.80	
50046			6'L X 30"H	155.75	202.50	
50050			8'L X 30"H	197.45	256.70	
50043			4'L X 42"H	154.05	200.25	
50047			6'L X 42"H	197.30	256.50	
50051			8'L X 42"H	232.00	301.60	
50052			4th Side 30"	77.05	100.15	
50171			4th Side 42"	77.05	100.15	

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

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	90.30	117.40	
50044		6'L X 30"H	107.75	140.10	
50048		8'L X 30"H	127.00	165.10	
50041		4'L X 42"H	101.70	132.20	
50045		6'L x 42"H	127.00	165.10	
50049		8'L x 42"H	141.75	184.30	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	51.10	66.45	
50084			6'L X 6"H	65.90	85.65	
50086			8'L X 6"H	88.30	114.80	
50083			4'L X 12"H	110.65	143.85	
50085			6'L x 12"H	137.75	179.10	
50087			8'L x 12"H	153.45	199.50	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.30	34.20	
50078		6'L X 6"H	36.95	48.05	
50080		8'L X 6"H	47.85	62.20	
50077		4'L X 12"H	51.00	66.30	
50079		6'L x 12"H	72.85	94.70	
50081		8'L x 12"H	88.95	115.65	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	82.35	107.05	
50021		Arm Chair	112.25	145.95	
50024		Stool w/back	136.80	177.85	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	22.45	29.20	
50094		Floor Easel	45.55	59.20	
50245		Literature Rack	168.20	218.65	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	222.75	289.60	
50092		Coat Rack	79.05	102.75	
50093		Garment Rack	222.75	289.60	



Code	Qty.	Item	Discount	Regular	Amount
50427		LensabARRIER Stanchion	93.95	122.15	
50095		Sign Holder, 22x28	103.80	134.95	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.40	22.60	
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Please select sateen color from below:

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

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

Booth #: _____

Phone #: _____

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SPECIALTY FURNISHINGS & ACCESSORIES

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 19, 2017**SPECIALTY CHAIRS AND TABLES**

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	85.00	110.50	
51090		Director's Stool	152.10	197.75	
51089		Ped. Table, 42"	227.55	295.80	
50032		Ped. Table, 30"	212.75	276.60	
50030		Rnd Side Table	107.05	139.15	
50031		Sq. Side Table	107.05	139.15	

SHOWCASES

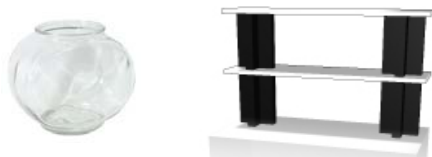
Full View



Quarter View

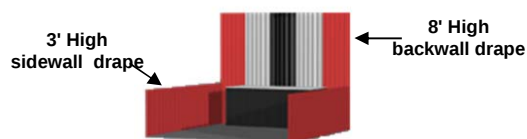
	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	839.40	1091.20	
50068		Full View 6'	925.80	1203.55	
50069		Quarter View 4'	839.40	1091.20	
50070		Quarter View 6'	925.80	1203.55	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	41.80	54.35	
50088		8' Upright	29.45	38.30	
50349		6'-10' Crossbar	19.60	25.50	
50348		7'-12' Crossbar	19.60	25.50	
50296		4' x 12" Display Riser *	94.05	122.25	
50297		6' x 12" Display Riser *	117.05	152.15	

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

**SPECIAL DRAPERY BACKGROUNDS - Per linear foot**

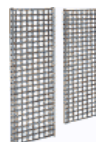
Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	21.35	27.75	
50074		3' High	15.80	20.55	

Choose Color:

Minimum 10 linear feet rental required

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

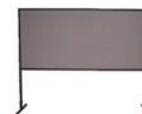
GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	200.75	261.00	
50237		2'x8' w/o legs, each	150.40	195.50	
50242		7-Ball Waterfall	13.80	17.95	

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

VELCRO TACK BOARD

50061



50060

	Qty.	Item	Discount	Regular	Amount
50060		4' x 8' Horz.	271.80	353.35	
50061		4' x 8' Vert.	271.80	353.35	

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

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

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

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

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Soft Seating Collections

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



HOPLV Loveseat
(gray linen)
48"L 25"D 34"H



**SILVERADO
C1E Cocktail Table**
(glass, chrome)
36" Round 17"H



Soft Seating Collections



FAIRFAX

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

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

Available in Power 



ROMA

A) CHR003 Chair
(white vinyl)
37"L 31"D 33"H
CHRPWR (Powered)

B) SFA003 Sofa
(white vinyl)
78"L 31"D 33"H
SFAPWR (Powered)



B. 



C. 



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 28"H
NPLCHP (Powered)

B) NPLLOV Loveseat
(black vinyl)
62"L 30"D 28"H
NPLLOP (Powered)

C) NPLSOF Sofa
(black vinyl)
87"L 30"D 28"H
NPLSOP (Powered)

Soft Seating Collections



HEATHROW

HS008 Sectional 3pcs

(black vinyl)
72"L 48"D 28"H



HCH08 Heathrow Chair

(black vinyl)
24"L 24"D 28"H



HC008 Heathrow Corner Chair

(black vinyl)
24"L 24"D 28"H



HEA08 Heathrow Sofa

(black vinyl)
48"L 24"D 28"H

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair

(blue fabric)
36"L 34.5"D 30"H

B) SFA002 Sofa

(blue fabric)
73"L 34.5"D 30"H



A.



B.

TANGIERS

A) TANSOF Sofa

(beige textured)
78"L 37"D 36"H

B) TANCHR Chair

(beige textured)
34"L 37"D 36"H



A.



B.



C.

KEY LARGO

A) KEYCHR Chair

(black fabric)
35"L 35"D 34"H

B) KEYLOV Loveseat

(black fabric)
57"L 35"D 34"H

C) KEYSOF Sofa

(black fabric)
79"L 35"D 34"H



A.

B.

C.

SOUTH BEACH

A) SO1 Sofa

(platinum suede)
69"L 29"D 33"H

B) OTS Ottoman

(platinum suede)
25"L 31"D 18"H

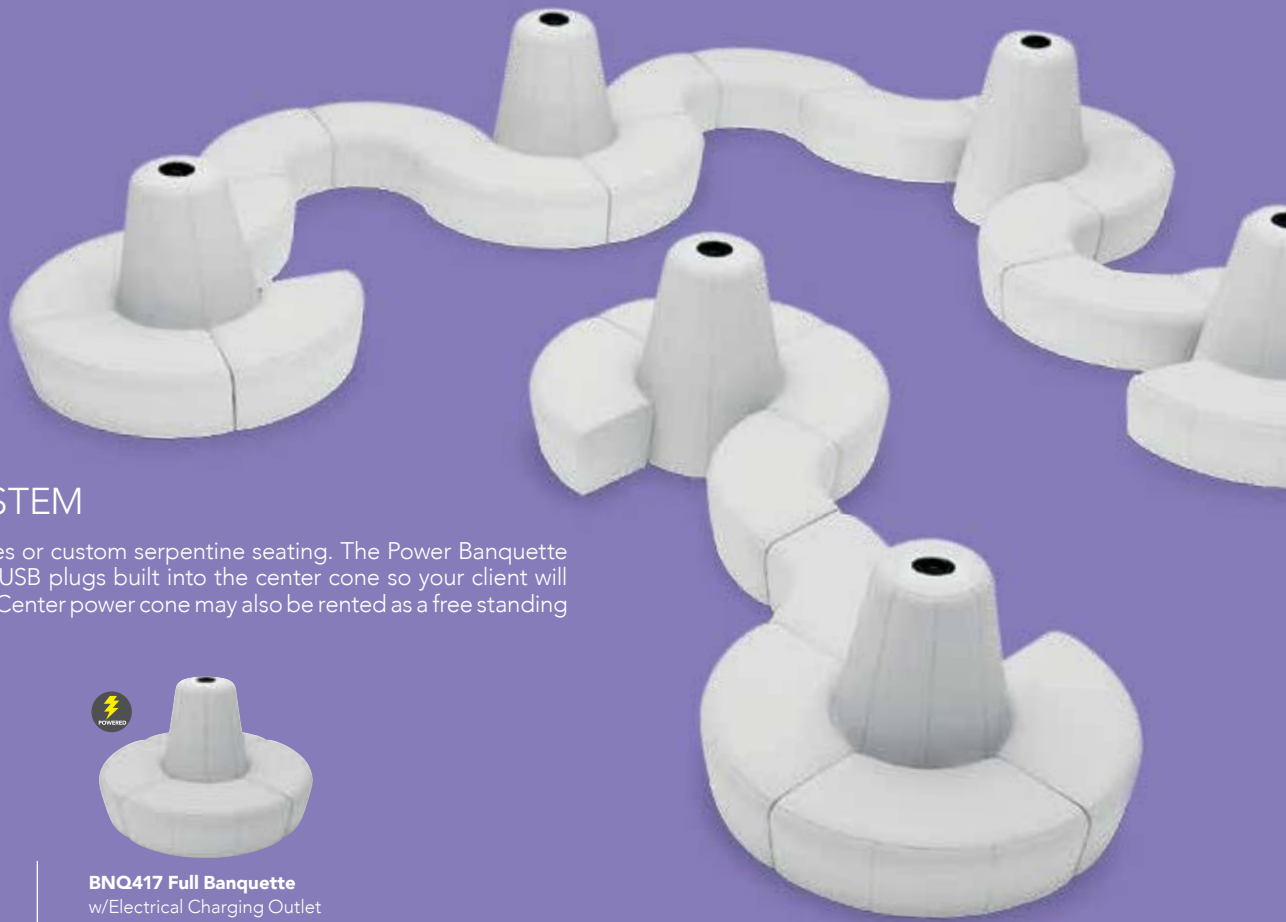
C) SO2

Sofa Sectional 3pc.

(platinum suede)
152"L 40"D 33"H

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

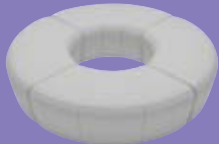
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



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



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



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



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



WHT12 Half Bench Ottoman
(white vinyl)
39"L 22.5"D 18"H



Detail of Electrical
Charging Outlet

Accent Chairs

KEY WEST

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



MADDEN

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



SWANSON

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



Accent Chairs



A.



B.



C.



D.

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

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

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

**D) CCE
Ice Chair**
(transparent, chrome)
17.25"L 20"D 32"H

Meeting & Stage Chairs



A.



B.



C.

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



VIBE CUBE
18"L 18"D 18"H

A) VIB09 (white vinyl)	F) VIB02 (blue vinyl)
B) VIB10 (black vinyl)	G) VIB08 (orange vinyl)
C) VIB07 (beige vinyl)	H) VIB06 (gold/bronze vinyl)
D) VIB04 (red vinyl)	I) VIB01 (green vinyl)
E) VIB05 (yellow vinyl)	J) VIB03 (pink vinyl)

Ottomans

Styles & Shapes



A.



B.



C.



D.

ENDLESS Square

34"L 34"D 15"H

A) END02B (black)

B) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

C) END01B (black)

D) END01W (white)

Bench Ottomans

60"L 20"D 18"H

E) BNO08 (black vinyl)

F) BNO75 (white vinyl)

G) SAL Sally Stool

(white)

12" Round 17"H

H) CUBL20 Edge

LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H



E.



F.



G.



H.



I.



J.



K.

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009 (pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006 (rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004 (raspberry fabric)

J) MAR008 (meadow green)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



B.



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



B.



C.



D.



GEO

End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



SYDNEY

(brushed steel)

Cocktail Tables

48"L 26"D 18"H

A) C1W (white)

C1WP (Powered)

B) C1Y (black)

C1YP (Powered)

End Tables

27"L 23"D 22"H

C) E1W (white)

D) E1Y (black)

REGIS

(brushed metal)

E) REG BEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) NEMSAC

Mosaic Tables, Set of 3

(wood, metal)

12"L 14"D 16"H

16.5"L 15"D 18"H

20.5"L 16"D 20"H

N) AURA

Aura Round Table

(white metal)

15" Round 22"H

O) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

**Shepard Exposition Services**

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

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com**EXECUTIVE FURNITURE****Association of Biblical Higher Education Annual Conference****February 9 - 10, 2017****Wyndham Orlando Resort - Orlando, Florida**

Event Code: F123030217

Discount Deadline: January 19, 2017**SEATING**

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
Sofas & Sectionals					Group & Accent Chairs				
	SO1-South Beach Sofa, P. Suede	827.50	1075.75			CCE-ICE, Transparent/Chrome	309.30	402.10	
	HEAD8-Heathrow Sofa, Black Vinyl	816.00	1060.80			OCH-Madrid Black Leather	931.05	1210.35	
	HS008-Heathrow 3 pc. Sectional	2170.75	2822.00			BCW-Madrid Chair, White	931.95	1211.55	
	SFA002- Allegro Sofa	870.60	1131.80			LABREA-La Brea Swivel Chair	512.45	666.20	
	NPLSOF-Naples Sofa, Black Vinyl	1043.05	1355.95			OCB-Key West Tub, Black	495.80	644.55	
	NPLSOP-Naples Sofa, powered	1268.60	1649.20			MADGRY-Madden Arm Chair, Grey	529.00	687.70	
	SO2-3pc. South Beach, P. Suede	1986.65	2582.65			SWAN-Swanson Swivel, White Vinyl	446.10	579.95	
	TANSOF-Tangiers Sofa, Beige	827.50	1075.75			HOPCH-Hopi Chair, Grey Linen	217.35	282.55	
	SFA003-Roma Sofa, White	993.30	1291.30		LoveSeats				
	SFAPWR-Roma Sofa, powered	1268.60	1649.20			NPLLOV-Naples, Black Vinyl	876.30	1139.20	
	KEYSOF-Key Largo Sofa	588.70	765.30			NPLLOP-Naples Loveseat, powered	1092.85	1420.70	
	FAIRSW-Fairfax Sofa	595.35	773.95			KEYLOV-Key Largo Loveseat	456.05	592.85	
Club Chairs						HOPLV-Hopi Loveseat, Grey Linen	338.10	439.55	
	HC008-Heathrow Corner, Black Vinyl	694.85	903.30		Meeting Chairs				
	HCH08-Heathrow Chair, Black Vinyl	827.50	1075.75			OCMESP-Meeting Chair, Espresso	346.60	450.60	
	NPLCHR-Naples Chair, Black Vinyl	728.00	946.40			OCMTAU-Meeting Chair, Taupe	339.95	441.95	
	NPLCHP-Naples Chair, powered	787.70	1024.00			OCMWHT-Meeting Chair, White	313.30	407.30	
	TANCHR-Tangiers Chair, Beige	536.90	697.95		Modular System				
	CHR002-Allegro Chair	611.90	795.45			BNQTL7-Center Cone	657.25	854.45	
	CHR003-Roma Chair, White	678.25	881.75			BNQ417-Full Banquette	2082.10	2706.75	
	CHRPWR-Roma Chair, powered	787.70	1024.00			BNQR17-Ottoman Ring, White Vinyl	1600.80	2081.05	
	KEYCHR-Key Largo Chair	389.70	506.60			BNQ7-Quarter Curve, White Vinyl	446.80	580.85	
	FAIRCW-Fairfax Chair	429.55	558.40			WHT12-Half Bench, White Vinyl	341.55	444.00	
Ottomans						CUBL20-Edge Lighted Cube	245.40	319.00	
	OTS-South Beach Wedge	396.35	515.25			SAL Sally Stool	115.50	150.15	
	BNO08-Bench, Black Leather	512.45	666.20			WHT12-Half Bench, White Vinyl	341.55	444.00	
	BN075-Bench, White Leather	512.45	666.20			MAR010-Marche Swivel, Blue	169.05	219.75	
	END02B-Square, Black Leather	446.10	579.95			MAR002-Marche Swivel, Grey	169.05	219.75	
	END02W-Square, White Leather	446.10	579.95			MAR003-Marche Swivel, Linen	169.05	219.75	
	VIB02-Vibe Cube, Blue	174.10	226.35			MAR008-Marche Swivel, Mdwn Grn	169.05	219.75	
	VIB04-Vibe Cube, Red	174.10	226.35			MAR009-Marche Swivel, Pear	169.05	219.75	
	VIB05-Vibe Cube, Yellow	174.10	226.35			MAR007-Marche Swivel, Plum	169.05	219.75	
	VIB07-Vibe Cube, Champagne	174.10	226.35			MAR004-Marche Swivel, Raspberry	169.05	219.75	
	VIB03-Vibe Cube, Pink	174.10	226.35			MAR005-Marche Swivel, Red	169.05	219.75	
	VIB06-Vibe Cube, Gold/Bronze	174.10	226.35			MAR006-Marche Swivel, Rose Qtz	169.05	219.75	
	VIB08-Vibe Cube, Orange	174.10	226.35			MAR001-Marche Swivel, White	169.05	219.75	
	VIB01-Vibe Cube, Green	174.10	226.35			BNQR17-Ottoman Ring, White Vinyl	1600.80	2081.05	
	VIB10-Vibe Cube, Black Wtrproof	127.65	165.95			BNQ7-Quarter Curve, White Vinyl	446.80	580.85	
	VIB09-Vibe Cube, White Wtrproof	127.65	165.95						

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
Occasional Cocktail Tables					Occasional End Tables				
	C1E-Silverado	346.60	450.60			E1E-Silverado	330.00	429.00	
	ALC100-Alondra, Glass/Chrome	303.60	394.70			ALE100-Alondra, Glass/Chrome	219.10	284.85	
	ALC200-Alondra, Wood/Chrome	303.60	394.70			ALE200-Alondra, Wood/Chrome	219.10	284.85	
	C1FWB-Geo, Wood/Black	265.65	345.35			E1FWB-Geo, Wood/Black	231.15	300.50	
	C1C-Geo Rect., Glass/Chrome	313.45	407.50			E1C-Geo, Glass/Chrome	306.75	398.80	
	COLI - Oliver Cocktail Table	298.50	388.05			EOLI-Oliver End Table	265.30	344.90	
	C1W-Sydney, White	351.55	457.00			E1W-Sydney, White	316.70	411.70	
	C1Y-Sydney, Black	351.55	457.00			E1Y-Sydney, Black	316.70	411.70	
	C1YP-Sydney Black, powered	446.10	579.95			CUBTBL-Edge LED Cube	247.10	321.25	
	C1WP-Sydney White, powered	446.10	579.95			AURA End Table	180.80	235.05	
	G30CMS-Table, Maple	462.65	601.45			ETBL-E Table, Wood	222.25	288.95	
	G30CMW-Table w/ Grmt, Maple	462.65	601.45			NEMSAC Mosaic Tables, Set of 3	363.15	472.10	
	G30CWS-Table, White	462.65	601.45			TMBTBL Timber Table, Wood	213.90	278.05	
	G30CWW-Table w/ Grmt, White	462.30	601.00			REGOTT-Regis End Table	263.70	342.80	
	REGBEN-Regis Bench Table	356.55	463.50						

Please complete the following:

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

Subtotal \$ _____

6.500% Tax: \$ _____

Amount Due: \$ _____

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

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

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

Conference Tables



PWRUSB

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

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



42" Round Conference Table

42" RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

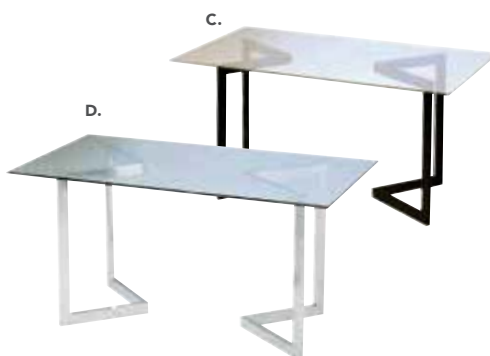
E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes



Geo Rounded Square Tables

42"L 42"D 29"H

A) CE1 (glass, chrome)

B) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

C) CF2 Geo (glass, black)

D) CE2 Geo (glass, chrome)

Conference Tables

(graphite nebula)

E) CB3 8'

96"L 48"D 29"H

F) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

G) C508GR 8'

96"L 44"D 29"H

H) CT10GR 10'

120"L 46"D 29"H

I) CT06GR 6'

72"L 36"D 29"H

J) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Mix & Match

Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating



A.



B.



C.



D.



E.



F.

Pro Executive Mid Back Chair

24"L 22"D 40"H Adjustable

A) PROMDB (black vinyl)

B) PROMID (white vinyl)

C) PROGB Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

D) XC1 Luxor High Back Executive Chair

(black vinyl)

27"L 28"D 47"H Adjustable

E) XC2 Luxor Mid Back Executive Chair

(black vinyl)

27"L 28"D 41"H Adjustable

F) SY1 Altura Steno Chair

(black crepe)

25"L 26"D 21"H

Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

G) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

H) PROEXE Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable.





ZENITH
ZENCHR Chair
(white, chrome)
18.5\"/>



LAGUNA
LMCHR Chair
(maple, chrome)
18\"/>



MALBA
MALGRY Chair
(gray)
20\"/>



MALBA
MALGRN Chair
(green)
20\"/>

Group Seating

Styles & Shapes



Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

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



Communal Tables

G30

Powered Tables

 Denotes AC and USB charging outlets

G30 Communal Tables (maple tops)

E) Bar Table

72"L 26"D 42"H

G30BMS (solid top)

G30BMW (grommet holes)

F) Café Table

72"L 26"D 30"

G30DMS (solid top)

G30DMW (grommet holes)

G) Cocktail Table

72"L 26"D 18"H

G30CMS (solid top)

G30CMW (grommet holes)

G30 Communal Tables

(white tops)

72"L 26"D 42"H

H) Bar Table

G30BWS (solid top)

G30BWW (grommets)

I) Café Table

72"L 26"D 30"H

G30DWS (solid top)

G30DWW (grommets)

J) Cocktail Table

72"L 26"D 18"H

G30CWS (solid top)

G30CWW (grommets)

K) MERLIN

Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

L) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H



- A) G30BWP G30 Bar Table, Powered** (white top) 72"L 26"D 42"H.
B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

TABLE TOP OPTIONS

(G30 Powered Tables only
available in white)



MAPLE



WHITE



(ADAPTIV)

Charging adapters are
available to rent for all G30
Powered Table Products.

(Choose from solid top tables or with grommet holes)



Café Tables



A) 30SBHC 30" Round Café Table
(liquid steel blue top, chrome hydraulic base)
30" RND 29"H

B) RSTDIN Rustique Chair w/Arms
(gunmetal)
20"L 18"D 31"H

30" Round Café Tables
Standard Black Base
30" Round 29"H
A) ZTB (red top)
B) ZTH (liquid steel blue top)

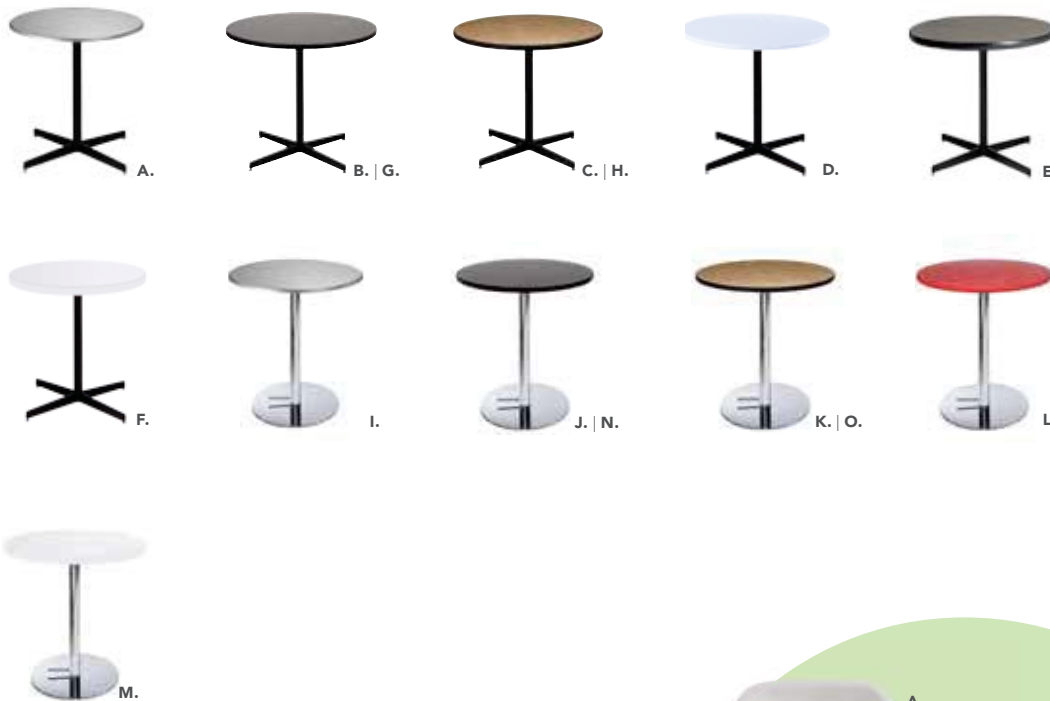
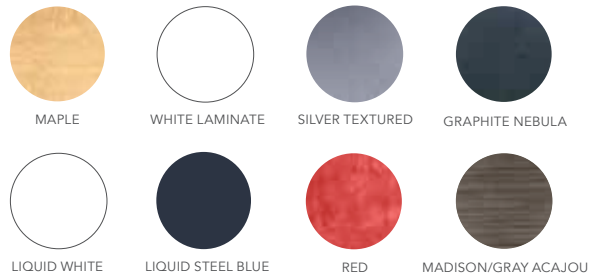
Hydraulic Chrome Base
30" Round 29"H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

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



Customize And Create

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



Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTQ (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

Mix & Match

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

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



**Shepard Exposition Services**

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

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com**EXECUTIVE FURNITURE**

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 19, 2017**CONFERENCE TABLES & CHAIRS**

Qty.	Item	Discount	Regular	Amount
Conference Tables				
	CF2-Geo Table, Black	562.20	730.85	
	CE1-Geo Table, Sq. Chrome	396.35	515.25	
	CF1-Geo Table, Sq. Black	562.20	730.85	
	CE2-Geo Table, Chrome	562.20	730.85	
	CB2-6' Graphite Table	588.70	765.30	
	CB3-8' Graphite Table	694.85	903.30	
	CD2-6' Grey Nebula Table	529.90	688.85	
	CD3-8' Grey Nebula Table	642.40	835.10	
	CB1-42" Round, Graphite Nebula	521.85	678.40	
	CT06GR Conference Table 6' Granite	276.90	359.95	
	C508GR Conference Table 8' Granite	336.80	437.85	
	CT10GR Conference Table 10' Granite	505.15	656.70	
	PWRUSB-Powered Table Module	94.55	122.90	
	CB8-42" Round Madison, Grey	157.00	204.10	
	MADC10-10' Madison, Grey	871.15	1132.50	
	MADC05-5' Madison, Grey	436.45	567.40	
	MADC08-8' Madison, Grey	871.15	1132.50	
Executive Seating				
	PROEXE-Pro Executive Chair	462.65	601.45	
	PROEXB-Executive Chair High Back	577.65	750.95	
	PROGB-Guest Executive Chair	250.95	326.25	
	PROMID-Executive Chair Mid Back	600.60	780.80	
	XC1-Luxor Executive, High-back	500.85	651.10	
	XC2-Luxor Executive Chair	471.00	612.30	
	PROMDB-Exec Mid-Back, Black	220.80	287.05	

Qty.	Item	Discount	Regular	Amount
Group & Guest Seating				
	Duet-Black, Chrome	81.25	105.65	
	RSTDIN-Rustique w/ arms, Gunmetal	180.80	235.05	
	CS8-Berline Chair, Black	157.55	204.80	
	CS9-Berlin Chair, Red	157.55	204.80	
	XCHR-Christopher Chr, White Vinyl	131.00	170.30	
	CH002-Whendy Chair, Acrylic	147.60	191.90	
	SC10 Razor Chair	97.85	127.20	
	SCF Fusion Chair, Black White	174.10	226.35	
	SCC Fusion Chair, Clear White	174.10	226.35	
	SCE Fusion Chair, Red White	174.10	226.35	
	SCD Fusion Chair, Green White	174.10	226.35	
	SC3-Brewer Chair, Onyx	217.25	282.45	
	XC3-Luxor Guest Chair	432.80	562.65	
	XC6-Altura Guest Chair	384.75	500.20	
	LMCHR-Laguna Chair, Maple/Chrome	134.55	174.90	
	MALGRY-Malba Chair, Grey	103.50	134.55	
	MALGRN-Malba Chair, Green	103.50	134.55	
	CS4-Syntax Chair, Black/Chrome	188.05	244.45	
	ZENCHR-Zenith Chair-White/Chrome	151.80	197.35	
	SY1-Altura Task Chair	247.10	321.25	

Café TABLES

Qty.	Item	Discount	Regular	Amount
Café Tables- Black Base				
	ZTK-30" Maple Top/Black Base	280.25	364.35	
	ZTP-36" Maple Top/Black Base	305.15	396.70	
	ZTJ-30" Graphite Top/Black Base	280.25	364.35	
	ZTN-36" Graphite Top/Black Base	305.15	396.70	
	ZTG-30" Silver Textured Top	280.25	364.35	
	ZTE-36" Brandy Top/Black Base	349.60	454.50	
	ZTQ-36" White Laminate Top	305.15	396.70	
	ZTB-30" Red Top/Black Base	280.25	364.35	
	ZTH-30" Steel Blue Top/Black Base	210.45	273.60	
	LIQ004-30" Lqd White/Black Base	334.65	435.05	
	ZTA-30" Grey Top/Black Base	210.45	273.60	

Qty.	Item	Discount	Regular	Amount
Café Tables - Chrome Base 30", Hydraulic				
	30MTHC-Maple Top, Chrome	373.10	485.05	
	30GRHC-Graphite Nebula, Chrome	373.10	485.05	
	30STHC-Silver Textured, Chrome	373.10	485.05	
	30BRHC-Brushed Red Top, Chrome	373.10	485.05	
	30SBHC-Steel Blue Top, Chrome	373.10	485.05	
	LIQ009-Liquid White Top, Chrome	422.65	549.45	
	30MAHC-Grey Top, Chrome	272.55	354.30	
Café Tables - Chrome Base 36", Hydraulic				
	36MTHC-Maple Top, Chrome	406.30	528.20	
	36GRHC-Graphite Nebula, Chrome	406.30	528.20	
	36WTHC-White Top, Chrome	406.30	528.20	

COMMUNAL TABLES

Café Tables				
	G30DMS-Café, Maple Top	661.65	860.15	
	G30DMW-Café w/ Grmt, Maple	661.65	860.15	
	G30DWS-Café, White Top	661.65	860.15	
	G30DWW-Café w/ Grmt, White	661.65	860.15	
	G30DWP-Café Table, powered	761.20	989.55	
Cocktail Tables				
	G30CWP-Cocktail Table, powered	545.55	709.20	

Bar Tables				
	G30BWS-Bar Table, White	827.50	1075.75	
	G30BWW-Bar w/ Grmt, White	827.50	1075.75	
	G30BMS-Bar Table, Maple	827.50	1075.75	
	G30BMW-Bar w/ Grmt, Maple	827.50	1075.75	
	G30BWP-Bar Table, powered	976.75	1269.80	

Please complete the following:

Company Name: _____**Booth #:** _____

Subtotal \$ _____

Contact Name: _____**Phone #:** _____

6.500% Tax: \$ _____

Authorized Signature: _____

Amount Due: \$ _____

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

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

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

Bar Tables



A) LIQ010
30" Round Bar Table
(liquid white, chrome
hydraulic base)
30"RND 45"H

B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

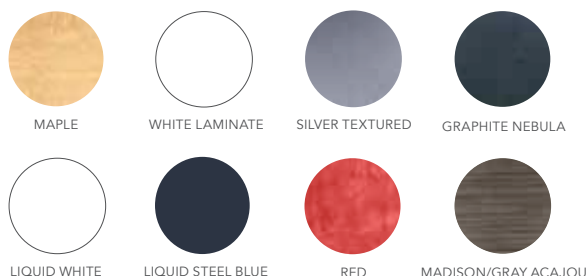


C) 30SBHB
30" Round Bar Table
(liquid steel blue top,
chrome hydraulic base)
30"RND 45"H

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

Customize And Create

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



Bar Tables

Standard Black Base
30" Round 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

Bar Tables

Hydraulic Chrome Base
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H

R) VTA 30" Round Bar Table w/ Standard Black Base
(Madison/gray acajou) 30" RND 42"H

Barstools



LIFT BARSTOOLS

15" Round 23–33.5" H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.

Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

Zoey Barstools

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 30"H

G) BSS (black, chrome)

H) BST (white, chrome)

Oslo Barstools

17"L 20"D 30"H

I) BSD (blue)

J) BSC (white)

K) BSL Gin Barstool

(maple, chrome)

16"L 16"D 29"H

L) BCE Ice Barstool

(transparent, chrome)

16"L 14"D 33"H

M) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

N) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

O) BSR Syntax Barstool

(black, chrome)

23"L 19"D 32"H

Mix & Match

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

P) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

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

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



Office Essentials

A.



D.



C.



MADISON

A) JD8 Madison Executive Desk

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

B) CR8 Madison Credenza

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

C) BC8 Madison Bookcase

(gray acajou) 36"L 12"D 72"H

D) SWAN Swanson Swivel Chair

(white vinyl) 28"L 25"D 30"H

B.



DESK BACK



CREDENZA BACK

POWERED PEDESTALS



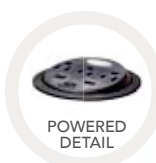
Denotes AC and USB charging outlets

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



POWERED
DETAIL

A.



POWERED
DETAIL

B.



(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

A) Powered Locking Pedestal

(white)

PDL36W 24"L 24"D 36"H

PDL42W 24"L 24"D 42"H

B) Powered Locking Pedestal

(black)

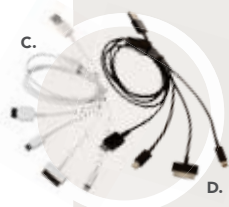
PDL36B 24"L 24"D 36"H

PDL42B 24"L 24"D 42"H

Charging Adapters

C) ADAPTW (white)

D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

ACCENT LAMPS



A.



B.

A) LA15

Mason Floor Lamp

(brushed silver)

18" Round 55"H

B) LA14

Mason Table Lamp

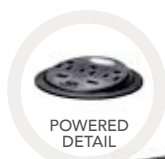
(brushed silver)

16" Round 26"H

TECH COLLECTION



Denotes AC and USB charging outlets



POWERED
DETAIL

A.



B.

C.



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

(black metal, laminate)

60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)

60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)

16"L 20"D 28"H

Charging Adapters

D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

Show Essentials

A.



MARTINI BAR

A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars
100"L 100"D 45"H

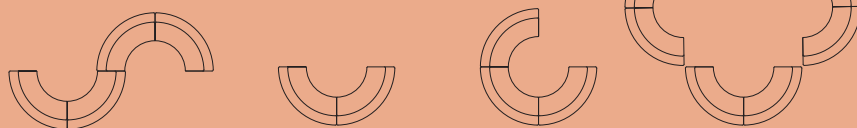
B) BR1 Martini Bar

(gray metal, frosted glass top)
67"L 22"D 45"H

B.



Suggested Uses of Martini Bar



LIGHTED PRODUCTS

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



A.



B.

A) CUBL20 Edge LED Cube Ottoman

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

B) CUBTBL Edge LED Cube Table

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

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



(BACK VIEW)

Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



TABLET STANDS

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

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

ACCESSORIES

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

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

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

* Please note that all tablet stands must be ordered separately

**Shepard Exposition Services**

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

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com**EXECUTIVE FURNITURE****Association of Biblical Higher Education Annual Conference****February 9 - 10, 2017****Wyndham Orlando Resort - Orlando, Florida**

Event Code: F123030217

Discount Deadline: January 19, 2017**BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
Bar Tables - All Black Base				
	VTK-30" Maple Top/Black Base	306.75	398.80	
	VTP-36" Maple Top/Black Base	303.25	394.25	
	VTJ-30" Graphite Top/Black Base	306.75	398.80	
	VTN-36" Graphite Top/Black Base	330.00	429.00	
	VTG-30" Silver Textured Top	306.75	398.80	
	VTE-36" Brandy Top/Black Base	318.40	413.90	
	VTW-36" White Laminate Top	330.00	429.00	
	VTB-30" Red Top/Black Base	306.75	398.80	
	VTH-30" Steel Blue/Black Base	231.15	300.50	
	LIQ003-30" Lqd White/Black Base	313.95	408.15	
	VTA-30" Grey Top/Black Base	224.25	291.55	
Barstools				
	BST-Banana, White/Chrome	310.10	403.15	
	BSS-Banana, Black/Chrome	310.10	403.15	
	BS001-Shark, Swivel White	396.00	514.80	
	BS002-Zoey, Swivel White	363.15	472.10	
	BS003-Zoey, Swivel Black	375.20	487.75	
	RSTSTL-Rustique Barstool, Gunmetal	164.15	213.40	
	APS08-Apex Black Vinyl	278.60	362.20	
	APS59-Apex Red Vinyl	278.60	362.20	
	APS75-Apex White Vinyl	278.60	362.20	
	APS12-Apex Blue Ultra Suede	278.60	362.20	
	XBAR-Christopher White Vinyl	223.85	291.00	
	LMBAR-Laguna, Maple/Chrome	169.05	219.75	
	BSR-Syntax, Black/Chrome	205.30	266.90	
	ZENBAR-Zenith, White/Chrome	151.80	197.35	

Qty.	Item	Discount	Regular	Amount
Bar Tables - Chrome Base 30", Hydraulic				
	30GRHB-Graphite Nebula, Chrome	373.10	485.05	
	30MTHB-Maple Top, Chrome	373.10	485.05	
	30STHB-Silver Texture, Chrome	373.10	485.05	
	30BRHB-Brushed Red, Chrome	373.10	485.05	
	30SBHB-Steel Blue Top, Chrome	373.10	485.05	
	LIQ010-Liquid White Top, Chrome	422.65	549.45	
	30MAHB-Grey Top, Chrome	272.55	354.30	
Bars				
	BRC-Circle Martini Bar	4823.85	6271.00	
	BR1-Martini Bar	1676.55	2179.50	
Bar Tables - Chrome Base 36", Hydraulic				
	36GRHB-Graphite Nebula, Chrome	406.30	528.20	
	36MTHB, Maple Top, Chrome	406.30	528.20	
	36WTHB-White Top, Chrome	406.30	528.20	
Barstools				
	BSD-Oslo, Blue	326.65	424.65	
	BSC-Oslo, White	326.65	424.65	
	BSL-Gin, Maple	247.10	321.25	
	BCE-Ice, Transparent /Chrome	281.80	366.35	
	ROLLBL-Lift Barstool, Black Vinyl	263.70	342.80	
	ROLLGY-Lift Barstool, Grey Vinyl	263.70	342.80	
	ROLLRD-Lift Barstool, Red Vinyl	263.70	342.80	
	ROLLWH-Lift Barstool, White Vinyl	263.70	342.80	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
Desks, Credenzas, Files, Bookcases				
	CR8-Madison Credenza, Grey	465.75	605.50	
	JD8-Madison Executive Desk, Grey	550.30	715.40	
	BC8-Madison Bookcase, Grey	398.50	518.05	
	TECH3B-Tech Desk w/drawers, Pwr	694.85	903.30	
	TECH-Tech Desk, Powered	562.20	730.85	
	TECH3-3-drawer File Cbnt w/Castors	185.75	241.50	
Product Display- Pedestals				
	PDL36B-Ped, Locking, Powered	664.00	863.20	
	PDL42B-Ped, Locking, Powered	744.55	967.90	
	PDL36W-Ped, Locking, Powered	628.50	817.05	
	PDL42W-Ped, Locking, Powered	744.55	967.90	
Charging Items				
	ADAPTB-Charging Adapter, black	29.85	38.80	
	ADAPTW-Charging Adapter, white	29.85	38.80	

Qty.	Item	Discount	Regular	Amount
Lamps				
	LA15-Mason Silver Floor Lamp	273.65	355.75	
	LA14-Mason Silver Table Lamp	179.10	232.85	
Refrigerators				
	R1R-White 14 Cubic Feet	1039.85	1351.80	
	R1Q-White 4 Cubic Feet	379.75	493.70	
Work & Multi-Use Tables				
	MERLIN-Multi Use Table	429.55	558.40	
	WD3-Work Table	412.90	536.75	
Mobile Tablet Stands				
	TBSTDW-Mobile Tablet Stand, Black	174.10	226.35	
	TBSTND-Mobile Tablet Stand, White	174.10	226.35	
Mobile Tablet Accessories*				
	TBBCHR-Tablet, brochure holder	81.25	105.65	
	TBSHLF-Tablet, charging shelf	81.25	105.65	
	TBPNTN-Tablet, print stand	81.25	105.65	

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

Please complete the following:

Company Name: _____

Booth #: _____

Subtotal \$

6.500% Tax: \$

Contact Name: _____

Phone #: _____

Amount Due: \$

Authorized Signature: _____

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

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

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



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 10, 2017

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

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

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

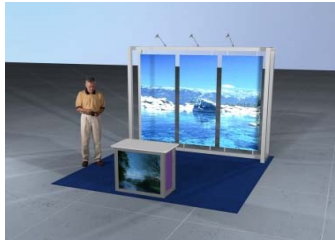
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3233.35	4203.35
	10' x 20'	5265.30	6844.90
Subtotal			

(66470, 66471)

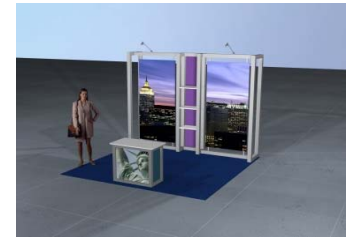
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2255.65	2932.35
	10' x 20'	3948.35	5132.85
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2797.90	3637.25
	10' x 20'	5312.50	6906.25
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3392.95	4410.85
	10' x 20'	4021.25	5227.65
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3581.40	4655.80
	10' x 20'	4963.70	6452.80
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3292.40	4280.10
	10' x 20'	4838.05	6289.45
Subtotal			

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

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

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

Please complete the following:

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

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

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

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* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

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INLINE BOOTH RENTALS

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

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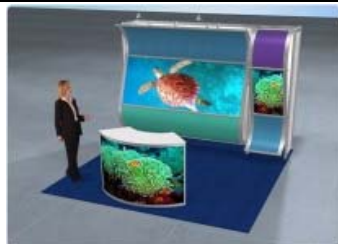
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

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

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

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3512.25	4565.95
	10' x 20'	5309.25	6902.05
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3330.10	4329.15
	10' x 20'	4586.70	5962.70
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3487.15	4533.30
	10' x 20'	5529.20	7187.95
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2073.45	2695.50
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3619.10	4704.85
Subtotal			

(66481)

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Please complete the following:

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

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* All tax rates are subject to change.



EXHIBIT RENTAL ACCESSORIES

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 10, 2017

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1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

SHOWCASES AND LOCKING CABINETS



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



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



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

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quartermview	1072.50	1394.25	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		Square	1157.55	1504.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					



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

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	794.95	1033.45	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		LC2	964.70	1254.10	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		LC3	586.40	762.30	
Please choose panel color: ☐ Black (06) ☐ White (03)					



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

RECEPTION COUNTERS AND COMPUTER STANDS



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



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



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



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



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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2212.15	2875.80	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		RC2	817.50	1062.75	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		RC3*	1773.30	2305.30	
66285		CS1*	1031.25	1340.65	
66286		CS2*	601.05	781.35	

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

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	557.00	724.10	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		GL1*	550.70	715.90	
66279		GL2*	949.20	1233.95	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1822.10	2368.75	



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



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



GL2*
GL2 - 4' 3" W x 1' 3" D x 7' H



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

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

Please complete the following:

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

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

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

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

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SIGN ORDER FORM

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Discount Deadline: January 19, 2017**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	169.95	220.95	
70010		Horz., 22" x 28"	169.95	220.95	
70011		Vertical, 28" x 44"	259.00	336.70	
70012		Horz., 28" x 44"	259.00	336.70	
70025		Meterboard, 39" x 90.75"	524.15	681.40	
Accessories					
70017		Blank Foamcore, 4' x 8'	46.15	60.00	
70021		Velcro, per ft, min. 5 ft.	3.00	3.90	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	21.55	28.00	
70071		grommets, per sq. ft. - Horizontal	21.55	28.00	
70066		Pockets, per sq. ft. - Vertical	23.15	30.10	
70072		Pockets, per sq. ft.- Horizontal	23.15	30.10	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	50.85	66.10	

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

Please complete the following:

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

Subtotal \$

6.500% Tax*: \$

Amount Due: \$

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

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

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

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

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION**Please follow these requests, so Shepard can provide the highest of quality signs for your show.****File Submission Media**

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

When sending disks, please label them with the following:

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

Acceptable Software & Formats

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

Artwork Dimensions & Color Specifications

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

Other Graphic Services Available

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

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



UNION JURISDICTIONS ORLANDO, FL

UNION LABOR

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

EXHIBIT LABOR JURISDICTION

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

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

**Shepard Exposition Services**

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

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com**LABOR ORDER FORM****Association of Biblical Higher Education Annual Conference****February 9 - 10, 2017****Wyndham Orlando Resort - Orlando, Florida**

Event Code: F123030217

Discount Deadline: January 19, 2017**INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE****Please complete the following:**

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	82.50	107.25	30% **	
68067		OT	123.75	160.90	30% **	
68068		DT	165.00	214.50	30% **	

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantle: 68073

****Supervisory fee is 30% of total cost or \$60, whichever is greater.****I will need Exhibitor Supervised Labor for (please check one):**☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	82.50	107.25	
68061		OT	123.75	160.90	
68062		DT	165.00	214.50	

Dismantle: 68063/68064/68065

Please note:

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Subtotal \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	165.00	214.50	

Requested install date/time: _____**Flooring type(s):**☐ Carpet ☐ Padding ☐ Other _____**What is your booth size (ft.)?** X = SQ FT

Subtotal \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

SHEPARD SUPERVISION INFORMATION**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.****Inbound Freight Information**

Carrier Company Name: _____

of pieces: _____ Weight of Shipment: _____

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: ☐ Warehouse ☐ Show site**Outbound Freight Information**

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:Force freight through preferred carrier: ☐Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)**Set-up Information for Installation**

Please check all that apply and provide information where requested.

Booth Size: x Forklift required? ☐ Yes ☐ NoCarpet is? ☐ owned ☐ rented from ShepardCarpet padding? ☐ Yes ☐ NoDrawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates**Services You Have Ordered**

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment☐ Booth Cleaning ☐ Telephone/Internet**Electrical Information:**☐ Electrical should go under the carpet (diagram is attached)☐ Electrical drawings are attached☐ Electrical drawings are with exhibit in crate number☐ Electrical drawings were sent to the official contractor**On-site Exhibitor Contact Information**

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____ Departure date/time: _____

Please complete the following:**Company Name:** _____**Booth #:** _____**Contact Name:** _____**Phone #:** _____**Authorized Signature:** _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

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

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

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com**SHEPARD LOGISTICS SERVICES**

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**INBOUND PICK UP LOCATION INFORMATION**

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

(City) _____ (State) _____ (Zip) _____

SHIPPING INFORMATION**Items to be shipped****Number of Pieces****Est. Dims****Est. Weight**

Crates _____

Cartons (cardboard) _____

Cases/Trunks (fiber) (color) _____

Skids/Pallets _____

Carpet (color) _____

TV/Monitor _____

Other _____

Total Pieces _____

Total Dims. _____

Total Wt. _____

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

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

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

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

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

☐ Standard Ground ☐ Other (Truck Load, Specialized)**TRANSPORTATION CHARGES**

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Logistics/Material Handling ONLY ☐Authorize ALL charges ☐

Credit Card #:

Expiration Date:

Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____**Booth #:** _____**Contact Name:** _____**Phone #:** _____**Email:** _____**Fax #:** _____**Authorized Signature:** _____

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

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

Association of Biblical Higher Education Annual Conference

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	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: Association of Biblical Higher Education Annual Conference	
First day freight can arrive w/o a surcharge: January 12, 2017	
Last day freight can arrive w/o a surcharge: February 1, 2017	

R U S H	
	ADVANCE WAREHOUSE
	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: Association of Biblical Higher Education Annual Conference	
First day freight can arrive w/o a surcharge: January 12, 2017	
Last day freight can arrive w/o a surcharge: February 1, 2017	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Wyndham Orlando Resort (I Drive)
	8001 International Drive
	Orlando, FL 32819
For: Association of Biblical Higher Education Annual Conference	
MUST NOT BE DELIVERED PRIOR TO:	
February 8, 2017 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Wyndham Orlando Resort (I Drive)
	8001 International Drive
	Orlando, FL 32819
For: Association of Biblical Higher Education Annual Conference	
MUST NOT BE DELIVERED PRIOR TO:	
February 8, 2017 @ 8:00 AM	

**Shepard Exposition Services**

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

MATERIAL HANDLING AUTHORIZATION

Association of Biblical Higher Education Annual Conference**February 9 - 10, 2017****Wyndham Orlando Resort - Orlando, Florida**

Event Code: F123030217

SHIPMENT INFORMATION**Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

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

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

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

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

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)**COMPUTATION OF MATERIAL HANDLING SERVICES**

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

Standard Material Handling										
Weight	Description			Price	Total	Weight	Description		Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse				
	\$88.00	\$132.00	\$114.50				\$100.45	\$130.50		
	Crated	Uncrated	Special Handling				Crated	Special Handling		
35030		35043	35038							
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)					Overtime				
	\$50.25	\$65.25	\$100.50			Overtime: 30% fee for each overtime application based on ST rate				
	Each carton	Special handling	Min. per shipment			Double Time				
35048		35268	35045	Double Time: 50% fee for each double time application based on ST rate						

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

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

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.

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

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

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

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.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.

**Shepard Exposition Services**

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

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

STORAGE AUTHORIZATION FORM

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

Please Note: This form is for Accessible/Secured Storage only.**STORAGE AUTHORIZATION**

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

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

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

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

* All tax rates are subject to change.



Shepard Exposition Services

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

Customer Service Phone: (407) 888-9669

Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING INFORMATION

Association of Biblical Higher Education Annual Conference

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

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 WAREHOUSE

Surcharge: 25% Minimum: \$50.00 35003

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

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES

Surcharge: 15% Minimum: \$50.00 35004

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

MARSHALING YARD

Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00 35105

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

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope 35007

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

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



MATERIAL HANDLING 101

Association of Biblical Higher Education Annual Conference

MATERIAL HANDLING Q&A

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

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

What is the definition of "freight"?

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

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

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

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

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

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

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

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

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

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

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

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

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

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ ~~VOLUME DISCOUNTED SHIPPING RATES~~
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



Shepard Exposition Services

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

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Association of Biblical Higher Education Annual Conference

February 9 - 10, 2017

Wyndham Orlando Resort - Orlando, Florida

Event Code: F123030217

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.

Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

***Note: All third parties must pick up BOL/labels at the Shepard Service Desk.**

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

Register at www.insurance4exhibitors.com/ It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ **1 Event Day:** \$89.00 _____ **4-10 Event Days:** \$119.00 _____ **6 Month Policy:** \$475.00
 _____ **2-3 Event Days:** \$109.00 _____ **11-30 Event Days:** \$199.00 _____ **Annual Policy:** \$650.00

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____

EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____

VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip code: _____

Email: _____ Country: _____ Telephone: _____

Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ **YES** _____ **NO**

Alcohol Serving	Amusement Devices	Animals	Athletic Participation	Mazes
Disc-Jockeys	Bands	Entertainment & Film Industry	Equipment Rental	Tobacco
Fireworks, Firearms, Weapons	Health Supplements	Hot Wax Impressions	Inflatables	
Installation/Service/Repair	Massage	Mechanical/Amusement Devices	Water Activities	
Medical Testing	Motor Sport Activities	Oxygen / Aromatherapy	Storefront Operations	
Tattooing or Piercing	Vehicles in Motion	Weight-Loss Products	Watercraft Exhibits on Water	

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____

Address, City, ST, Zip: _____ Address, City, ST, Zip: _____

Any special wording or coverage needed: _____

Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")

Card Number _____ Expiration Date: _____ Security Code: _____

Cardholder Name: _____ Cardholder Address: _____

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: _____ **I want a quote for property coverage:** _____

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Wyndham Orlando Resort Exhibitor Order Form



RETURN COMPLETED FORMS TO: mco02@avmediainc.com

QUESTIONS CALL: (407) 355-3637

Conference Name: Biblical 2017		
Delivery Date & Time	Pickup Date & Time	
Company Name:	Your Name:	
On-Site Contact:	Booth #:	
Phone No:	Email:	
Billing Address:		

Electrical Services	Rate	# of Days	Qty	Total
Power Drop (5 amps) *Basic Power	\$140.00			\$0.00
Power Drop (10 amps)	\$170.00			\$0.00
Power Drop (20 amps)	\$210.00			\$0.00
A/C Power Strip	\$15.00			\$0.00
25' A/C Extension Cord	\$15.00			\$0.00
Subtotal:				\$0.00
Tax (6.5%):				\$0.00
TOTAL 1:				\$0.00

Price listed include labor for install/removal and are billed per day. All power drops come standard with one power strip/cord. Indicate above if additional are required.

Communications/Internet	Rate	# of Days	Qty	Total
DID Phone Line (Additional charges will apply for phone usage)	\$100.00			\$0.00
Polycom Speaker Phone (Includes DID Phone Line)	\$300.00			\$0.00
Hard-Wired Internet Line	\$100.00			\$0.00
Wireless Internet Connection (One connection required per device)	\$25.00	n/a	n/a	Included
Subtotal:				\$0.00
Tax (6.5%):				\$0.00
TOTAL 2:				\$0.00

Telephone and Data Lines are on a first come first serve basis and are billed per day. To guarantee lines, please include payment with your order.

Audio Visual Equipment	Rate	# of Days	Qty	Total
Laptop Computer	\$250.00			\$0.00
42" LCD Monitor	\$500.00			\$0.00
50" Plasma Monitor	\$600.00			\$0.00
60" Plasma Monitor	\$700.00			\$0.00
Subtotal:				\$0.00
Tax (6.5%):				\$0.00
TOTAL 3:				\$0.00

All rental equipment is billed per day. Additional equipment available upon request.

Banner Hanging	Rate	# of Days	Qty	Total
Banner hung on wall or P&D hardware (up to 10' banner)	\$100.00	1		\$0.00
Subtotal:				\$0.00
Tax (6.5%):				\$0.00
TOTAL 4:				\$0.00

Additional charges apply for oversized banners or banners hung from ceiling

GRAND TOTAL:	TOTAL 1	TOTAL 2	TOTAL 3	TOTAL 4		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	PAYMENT ADDRESS: Wyndham Orlando Resort 8001 International Drive Orlando, Florida 32819
Terms: Customer agrees to pay in full for lost, stolen, or damaged equipment. Prices are valid for booth events only. Basic Power is minimum requirement for any booth requiring electrical service. Exhibit requests must be paid in full before equipment delivery.						

Payment: ☐ Credit Card (By signing below you are authorizing the Hotel to bill your credit card)

Card Holder Name: _____

Card Number: _____ Card Type: _____

Expiration Date: _____ Signature: _____

Copy of the front and back of your Credit Card is required to complete your Credit Card Transaction.