



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

BOOTH PACKAGE

Please See Booth Information On Page # 2.

Show drape color(s): Black

Aisle carpet color: Tuxedo, Red

Event Code: I170970818

Connect With Us!

email	Indianapolis@shepardes.com
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

Show Information

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, August 20, 2018	3:00 PM - 8:00 PM
	Tuesday, August 21, 2018	8:00 AM - 5:00 PM
Exhibit Hours:	Wednesday, August 22, 2018	10:00 AM - 5:30 PM.
	Thursday, August 23, 2018	8:00 AM - 12:30 PM
Exhibitor Move-out:	Thursday, August 23, 2018	12:30 PM - 8:00 PM
Freight Reroute Begins*	Thursday, August 23, 2018	6:00 PM

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

RTO World 2018: The National Rent-to-Own Convention and Tradeshow

UPSF - Shepard Exposition Services

8500 N Hall St

Saint Louis, MO 63147

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex

701 Convention Plaza

St. Louis, MO 63101

See Material
Handling
Rate sheet
for all MH

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Wednesday, July 25, 2018

Discount price deadline for standard Shepard orders: Wednesday, August 1, 2018

Discount price deadline for custom Shepard rentals: Monday, July 23, 2018

First day for warehouse deliveries without a surcharge: Wednesday, July 25, 2018

Last day for warehouse deliveries without a surcharge: Monday, August 13, 2018

Last day for warehouse deliveries*: Friday, August 17, 2018

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

First day freight can arrive at show facility: Monday, August 20, 2018 at 8:00 AM



RTO World 2018: The National Rent-to-Own Convention
America's Center Convention Complex - St. Louis, MO
August 22 - 23, 2018

Discount Deadline **Wednesday, August 1, 2018**

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

Event Code: 1170970818
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phone (317) 677-1235
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mail 6101 West 80th Street
Indianapolis, IN 46278

Complimentary
Booth Package

Complimentary Booth Package Order Form

The following Booth Packages are provided to all exhibitors. There is no cost to the exhibitor for the items in the packages.

Please Choose **One** Booth Package Below:

☐

<u>Booth Package A</u>	
Code	Item
50073	8' High Back Drapery -Black
50074	3' High Side Drapery - Black
70004	7" x 44" Booth ID Sign
50046	(1) 6' x 30" Skirted Table - Black
50020	(2) Side Chairs
50091	(1) Wastebasket

☐

<u>Booth Package B</u>	
Code	Item
50073	8' High Back Drapery - Black
50074	3' High Side Drapery - Black
70004	7" x 44" Booth ID Sign
51089	(1) 42" High Pedestal Table
50024	(2) Padded Barstools
50091	(1) Wastebasket

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Quick Facts

Exhibitor Move Out

Thursday, August 23, 2018 12:30 PM - 8:00 PM

Dismantle & Move out Information

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

All exhibitor materials must be removed from the facility by Thursday, August 23, 2018 6:00 PM

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Thursday, August 23, 2018 6:00 PM

Post Show Paperwork & Labels

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

Outbound Shipping

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

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

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



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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON RTO World 2018: The National Rent-to-Own Convention and Tradeshow

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

ENTER your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = RTO2018

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

Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

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

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


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

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

Confirm your order, click  and complete the payment process.

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

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

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

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(317) 677-1235

Indianapolis@shepardes.com



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Payment Authorization

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

Please complete the following information:

EXHIBITING COMPANY INFORMATION

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

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐



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

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

Please Sign



Card Holder Signature

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

WIRE TRANSFER

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

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

Name of show that you are attending **RTO World 2018: The National Rent-to-Own C**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

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

Account Number: 42-6061-9772

SWIFT CODE (INTL) PNCCUS33

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

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

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



World 2018: The National Rent-to-Own Convention and Trade

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

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

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

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

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

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

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

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

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

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

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

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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

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

Limits of Liability: If found liable for any loss 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."



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America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline Wednesday, July 25, 2018

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Event Code: I170970818

Connect With
Us!

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Third Party Payment
Authorization

Exhibiting Company Name Booth #

Exhibiting Company Address City State Zip

Phone Fax Contact Email Address

Please Sign



Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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



All Services

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

Step 3: Provide Third Party Contact Information

3rd Party Name 3rd Contact Name

3rd Party Address City State Zip

Phone Fax Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print)

Please Sign



Card Holder Signature

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.



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Exhibitor Appointed Contractor

Discount Deadline Wednesday, July 25, 2018

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

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

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

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

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

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

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

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

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

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

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

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

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

Exhibitor
Please Sign



Exhibitor Signature



Grids

Below Booth



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Connect With Us! email logistics@shepardes.com
phone (888) 568-8858
fax (404) 596-5620
mail 6101 West 80th Street
Indianapolis, IN 46278

Shepard Logistics
Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name		Booth #	
Contact Name	Phone #	State	Zip
Email Address			

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

Company				
Street Address		City	State	Zip
<input type="checkbox"/> Is there a loading dock?	<input type="checkbox"/> Do we need a lift gate on our truck?			
<input type="checkbox"/> Is your building in a residential area?	<input type="checkbox"/> Do we need to go inside your office to pick up your items?			
<input type="checkbox"/> Any thing else we should know about your building				

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

Date	Hours of Operation
<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Direct to showsite
Monday, August 20, 2018	

Step 4: Tell us Where this is going:

Step 5: Tell us What we are shipping:

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

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

<input type="checkbox"/> Standard Ground	<input type="checkbox"/> 2nd day Air	<input type="checkbox"/> Next Day Air	<input type="checkbox"/> Other (Truckload, Specialized)
------------------------------------------	--------------------------------------	---------------------------------------	---------------------------------------------------------

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

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

Company		Booth #		
Street Address		City	State	Zip

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



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 VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

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



WHAT IS MATERIAL HANDLING?

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



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,
Consolidate!**

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:

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



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

Shipping Labels

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	UPS F - Shepard Exposition Services
	8500 N Hall St
	Saint Louis, MO 63147
	Delivery Hours: M-F, 8-4:30 PM
For:	
RTO World 2018: The National Rent-to-Own Convention and Tradeshow	
First day freight can arrive w/o a surcharge: July 25, 2018	
Last day freight can arrive w/o a surcharge: August 13, 2018	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	UPS F - Shepard Exposition Services
	8500 N Hall St
	Saint Louis, MO 63147
	Delivery Hours: M-F, 8-4:30 PM
For:	
RTO World 2018: The National Rent-to-Own Convention and Tradeshow	
First day freight can arrive w/o a surcharge: July 25, 2018	
Last day freight can arrive w/o a surcharge: August 13, 2018	

Advance Shipping Labels

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	America's Center Convention Complex
	701 Convention Plaza
	St. Louis, MO 63101
For:	
RTO World 2018: The National Rent-to-Own Convention and Tradeshow	
MUST NOT BE DELIVERED PRIOR TO:	
August 20, 2018 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	America's Center Convention Complex
	701 Convention Plaza
	St. Louis, MO 63101
For:	
RTO World 2018: The National Rent-to-Own Convention and Tradeshow	
MUST NOT BE DELIVERED PRIOR TO:	
August 20, 2018 @ 8:00 AM	

Direct Shipping Labels



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

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

Event Code: I170970818

Connect With
Us!

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

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

Outbound Material Handling
Authorization & Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Email Address _____

Step 2: Tell us Where your items are going:

Company _____

Street Address _____ City _____ State _____ Zip _____

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need? _____

Step 5: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

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

Step 6: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Overnight

Step 7: If your carrier **doesn't** show up, what do we do with your items? _____ Reroute via the show carrier (Shepard Logistics)
_____ Return to warehouse (\$400.00 minimum charge)

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



AGILITY FAIRS & EVENTS

The experts in International Logistics

International Shipping

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

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

www.agilitylogistics.com/fairsevents enquiry.

For assistance with your international shipment planning please contact:

Rick Blumberg
International Project Manager
Email: rblumberg@agility.com
Agility – Fairs & Events USA
1100 S. Tamiami Trail, Ste B.
Venice, FL 34285 USA
Tel: 714-617-6675
Fax: 941-484-1017



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

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mail 6101 West 80th Street
Indianapolis, IN 46278

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

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

What is Material Handling?

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$115.70	\$150.50	
	35010	35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$115.70	\$173.50	\$150.50	
	35030	35043	35038	

Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
\$57.75	
	35400

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

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

Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times.

Great for last minute shipments.

Large pieces of machinery can be accepted.

Light Weight Shipment Tips

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

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

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

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

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

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

Material Handling Rates

Important!

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

Company

Booth #

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline **Wednesday, August 1, 2018**

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

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us **what** we are moving: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Step 2: **When** are we moving it? Install Date/Time: _____ Dismantle Date/Time: _____
(times are not guaranteed)

Step 3: Describe the **work** to be performed: _____

Step 4: Choose your **lift** size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$282.00	\$366.50	
35039		OT Hourly Rental	\$345.00	\$448.50	
35067		DT Hourly Rental	\$408.00	\$530.50	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$564.00	\$733.25	
35049		OT Hourly Rental	\$690.00	\$897.00	
35069		DT Hourly Rental	\$816.00	\$1,060.75	

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

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

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

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$105.00	\$136.50	
35086		OT per man hour	\$157.50	\$204.75	
35099		DT per man hour	\$210.00	\$273.00	

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

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

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$846.00	\$1,099.75	
35066		OT Hourly Rental	\$1,035.00	\$1,345.50	
35070		DT Hourly Rental	\$1,224.00	\$1,591.25	

Cranes, Scissor Lifts, and
4 Stage Forklifts are available
upon request.
Contact Us for Pricing!

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$84.00	\$109.20	
35100		OT per man hour	\$126.00	\$163.80	
35101		DT per man hour	\$168.00	\$218.40	

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

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

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

Total Forklift: _____

NA Tax*: _____

Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Forklift Rental



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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

Shipping is the process of 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.) These are 2 different items and are billed differently.

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. Your crated shipment is billed per 100 lbs.

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

What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

What are Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no 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 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, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

Upon completion of packing and labeling of your materials, complete the bill of lading 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).



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline

Wednesday, August 1, 2018

Event Code: 1170970818

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mail 6101 West 80th Street
Indianapolis, IN 46278

Material Handling Info

SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

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

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$84.00 Per Hour (OT/DT may apply)
A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: \$50.00 35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

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

OFF-TARGET DELIVERIES Surcharge: 15% 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.

PADDED VAN DELIVERIES Surcharge: \$8.00/CWT 35041
This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

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.

LIGHT WEIGHT SHIPMENTS
Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

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.

MOBILE SPOTTING Fee: \$ 200.00 per round trip 35106

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



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Discount Deadline

Wednesday, August 1, 2018

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Indianapolis, IN 46278

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

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

Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

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

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

All vehicles must be removed no later than **Thursday, August 23, 2018** **6:00 PM**

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

Important Rules and Regulations

Battery Cables must be disconnected

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

Must contain less than 1/4 tank of gas.

Keys must be given to Shepard Exposition Services to be held onsite.

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

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

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

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

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

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

Total Bar: \$

NA Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Cartload Service

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

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

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

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

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

Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	124.00	
35152		Booth to Dock ST	124.00	
35153		Dock to Booth OT	166.00	
35154		Booth to Dock OT	166.00	



Cartload Service includes one laborer, one cart, one trip
per rate listed above

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

Total Estimate: \$
NA Tax*: \$
Amount Due: \$

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

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

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

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

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

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On-site Storage

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

Step One: Tell us who you are:

Exhibiting Company Name _____ Booth # _____

Onsite Contact _____ Onsite Cell Phone # _____

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

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

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

Accessible Storage Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

(35166)

	Per Day	
Pallets/Skids	\$35.00	35166
1/2 a Trailer	\$80.00	35348
Full Trailer	\$120.00	35349
Labor ST	\$84.00	35087
OT	\$126.00	35100
DT	\$168.00	35101

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

Secured Storage Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

(35068)

	Sq Ft	# of Days	Total
Per Sq Ft	0.80		
Labor ST	\$84.00	35087	
OT	\$126.00	35100	
DT	\$168.00	35101	

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

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

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

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

Total Onsite Storage: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline **Monday, July 23, 2018**

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

Event Code: 1170970818

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Signature Flooring

Quick and Easy Luxury!

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

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

Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

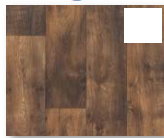
Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$9.65	

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

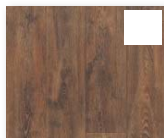
Premium Vinyl Flooring



Light Maple
(83)



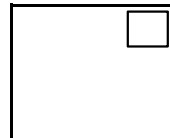
Vineyard Brown
(61)



Laurel Brown
(62)



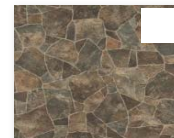
Mountain Grey
(63)



Snow
(89)



Checkerboard
(82)



Rosemary Stone
(64)

Elevated Hardwood



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

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$12.50	

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

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$4.55	

Total Signature Flooring: \$

9.020% Tax*: \$

Amount Due: \$

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

Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline **Wednesday, August 1, 2018**

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

Event Code: 1170970818

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
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mail 6101 West 80th Street
Indianapolis, IN 46278

Carpet and Padding

Order in just
3 Easy Steps!

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

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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$6.95	\$9.05	
46003		Rental 1000+ sqft	\$6.05	\$7.85	
46002		Purchase sqft	\$17.10	\$22.25	

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

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.25	\$1.65	
50008		1" Padding	\$2.45	\$3.20	
50010		Visqueen	\$0.35	\$0.45	

Need something extra special? Check out our Signature Flooring Option Page

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



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$75.00	\$97.50	
50256		10' x 20'	\$455.90	\$592.65	
50257		10' x 30'	\$680.00	\$884.00	
50258		10' x 40'	\$904.00	\$1,175.20	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$5.35	\$6.95	
50581		400 - 900 sq ft	\$4.85	\$6.30	
50582		900+ sq ft	\$4.45	\$5.80	

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

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

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

Total Carpet and Padding: \$

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

9.020% Tax*: \$

Amount Due: \$

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline Wednesday, August 1, 2018

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

Regular Skirted Tables



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

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

Unskirted Regular Tables



Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers



Modernize
your look!

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

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

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Event Code: I170970818

Connect With email Indianapolis@shepardes.com

Us! phone (317) 677-1235

fax (317) 389-5524

mail 6101 West 80th Street
Indianapolis, IN 46278

Expo Tables

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$136.20	\$177.05	
50046			6'L X 30"H X 24"W	\$167.40	\$217.60	
50050			8'L X 30"H X 24"W	\$212.20	\$275.85	
50043			4'L X 42"H X 24"W	\$165.55	\$215.20	
50047			6'L x 42"H x 24"W	\$212.05	\$275.65	
50051			8'L x 42"H X 24" W	\$249.35	\$324.15	
50052			4th Side 30"	\$82.80	\$107.65	
50171			4th Side 42"	\$82.80	\$107.65	

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$97.00	\$126.10	
50044		6'L X 30"H X 24"W	\$115.80	\$150.55	
50048		8'L X 30"H X 24"W	\$136.50	\$177.45	
50041		4'L X 42"H X 24"W	\$109.30	\$142.10	
50045		6'L x 42"H x 24"W	\$136.50	\$177.45	
50049		8'L x 42"H X 24" W	\$152.35	\$198.05	

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$248.30	
50700		Red - Fabric Table Cover w/Table	\$248.30	
50700		Blue - Fabric Table Cover w/Table	\$248.30	
50700		Black - Fabric Table Cover w/Table	\$248.30	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ _____
9.020% Tax*: \$ _____

Amount Due: \$ _____



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

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Connect With
Us!

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Indianapolis, IN 46278

Specialty Tables

Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	\$311.90	\$405.45	
50706		30"H X 30" R	\$299.15	\$388.90	

Natural Feel tables also have matching chairs and accessories to complete your look!

Regular Pedestal

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$244.55	\$317.90	
50032		30"H X 36" R	\$228.65	\$297.25	

Brand our table
with your custom
Graphic!
See Graphic and
Sign Order for
Details!

Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$115.10	\$149.65	
50031		Sq 18"H X 24" W	\$115.10	\$149.65	

Total Sp Tables: \$

9.020% Tax*: \$

Amount Due: \$

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Indianapolis, IN 46278

Chairs and Stools

Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$178.25	\$231.75	
50704		Natural Feel Chair	\$146.40	\$190.30	

Natural Feel chairs and stools also have matching tables and accessories to complete your look!



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$147.00	\$191.10	
50020		Side Chair	\$88.50	\$115.05	
50021		Arm Chair	\$120.65	\$156.85	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$163.45	\$212.50	
51086		Director Chair	\$91.30	\$118.70	

Total Chairs: \$ _____
9.020% Tax*: \$ _____
Amount Due: \$ _____

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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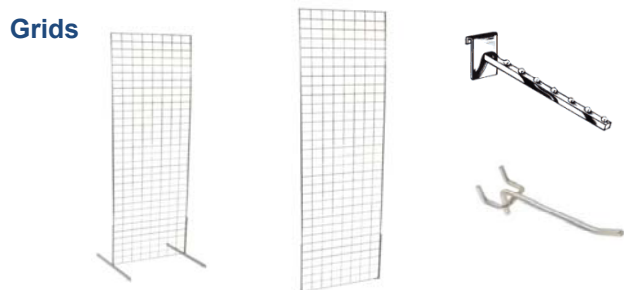
Display Furniture

Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$180.80	\$235.05	
50094		Floor Easel	\$48.95	\$63.65	
50095		22x28 Sign Holder	\$111.55	\$145.00	
50175		Bag Rack	\$239.40	\$311.20	
50092		Coat Rack	\$84.95	\$110.45	
50093		Garment Rack	\$239.40	\$311.20	

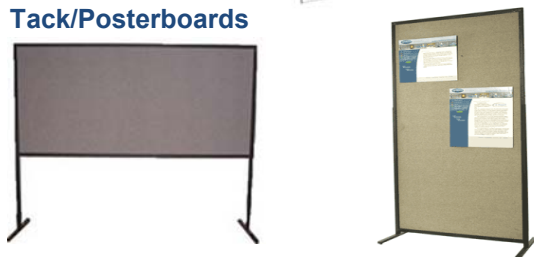
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$215.75	\$280.50	
50237		2'x8' w/o legs, each	\$161.65	\$210.15	
50242		7-Ball Waterfall	\$14.80	\$19.25	
50104		6" Hooks (12)	\$47.50	\$61.75	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horiz.	\$292.15	\$379.80	
50061		4' x 8' Vert.	\$292.15	\$379.80	

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

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

Total Display Furnishings: \$
9.020% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Indianapolis, IN 46278

Showcases & Risers

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

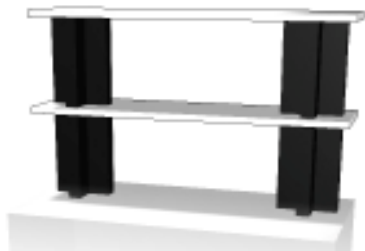
Showcases



Code	Qty	Item	Discount	Regular	Total
50067	4'	Full View	\$902.15	\$1,172.80	
50068	6'	Full View	\$995.05	\$1,293.55	
50069	4'	Quarter View	\$902.15	\$1,172.80	
50070	6'	Quarter View	\$995.05	\$1,293.55	

Regular showcase color is white, call to inquire about other colors

Stacking Shelves



Don't See what you are looking for?
See our "Exhibit Counters" page for custom counters and create
something just for you!
Contact an ESS Representative to get started!

Code	Qty	Item	Discount	Regular	Total
50296	4'x12"	Display Shelf	\$101.10	\$131.45	
50297	6' x12"	Display Shelf	\$125.80	\$163.55	

Each Shelf comes with (2) black bases. They are stackable up to (4) units
high. All stacking shelves will be delivered to your booth, it is up to your
creativity how you want to stack them.

Wrap your stacking shelves with color
to show off your products!

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	18.70	24.30	

Order per linear foot

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

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

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

Total Showcase & Risers: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Indianapolis, IN 46278

Drape, Skirting & Misc

Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$22.90	\$29.75	
50074			3' high drape	\$17.00	\$22.10	
50088		NA	8' upright with base	\$31.60	\$41.10	
50349		NA	6'-10' cross bar	\$21.05	\$27.35	
50348		NA	7'-12' crossbar	\$21.05	\$27.35	

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$18.70	\$24.30	

Order per linear foot

Skirting of Exhibitor Equipment

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

Accessories



Natural Feel accessories also have
matching chairs and tables to complete
your look!



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	\$159.10	\$206.85	
50710		Natural Feel Tab Lamp	\$114.60	\$149.00	
50708		Natural Feel Recept	\$70.00	\$91.00	
50091		Wastebasket	\$24.10	\$31.35	
50185		Drawing Bowl	\$44.95	\$58.45	
50427		Tensa Stanchion, each	\$101.00	\$131.30	

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

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

Total Drape and Accessories: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Power Up In Style.

Denotes Powered Products



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



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



Powered Seating

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



Powered Seating

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

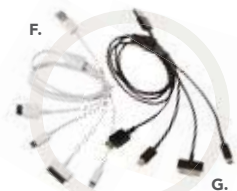


A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

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

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

Powered Tables



Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
(white top)
C) G30DWP Café
72"L 26"D 30"H

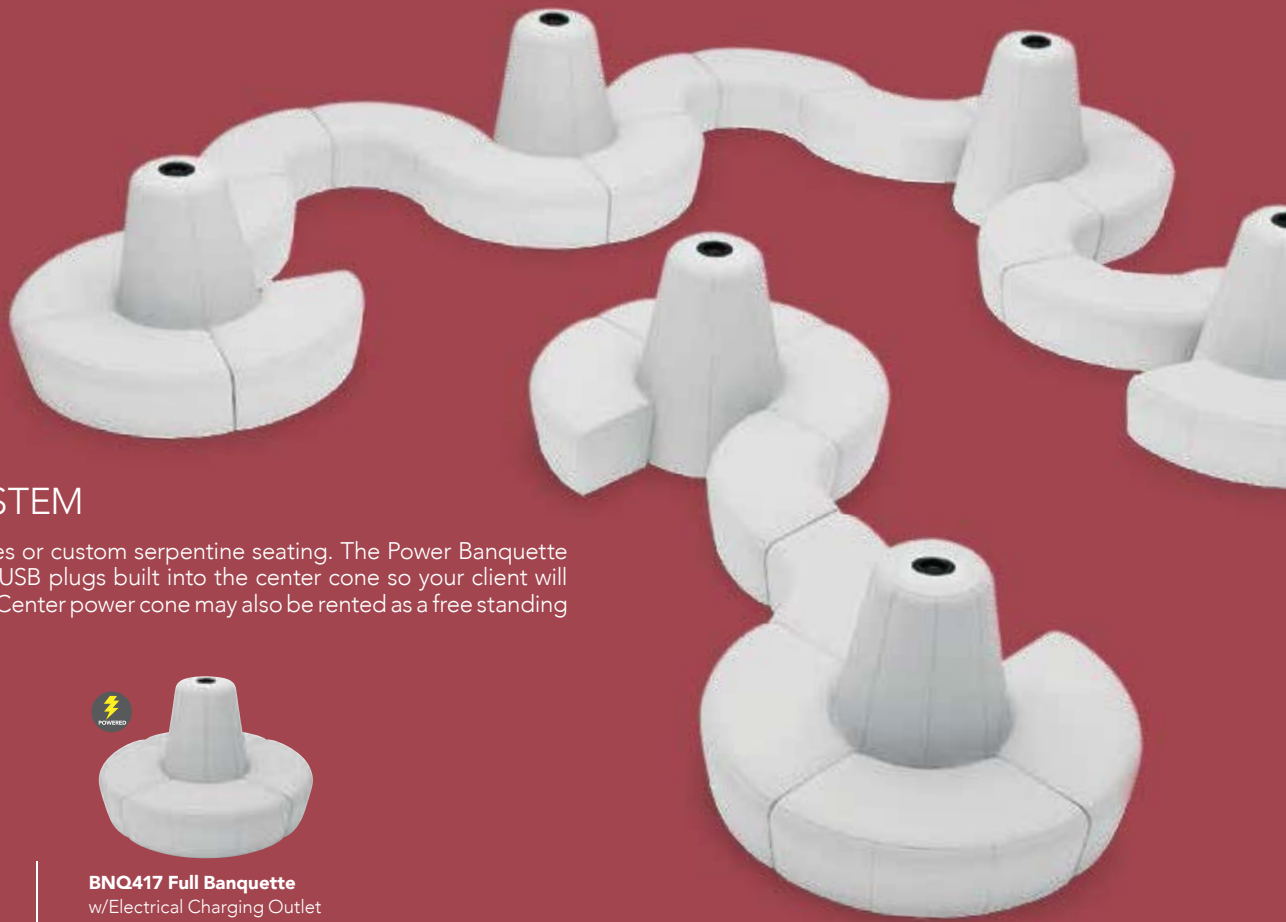
Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H
E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTWH (white)
G) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

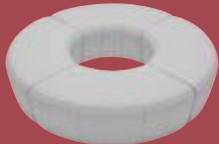
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



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



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



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



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



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



Detail of Electrical
Charging Outlet

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

HOPCH, Chair

21"L 25"D 34"H

HOPLV, Loveseat

48"L 25"D 34"H

PEDESTAL

PDL42W

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

30WHHC

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

REGOTT End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman

(blue fabric)

17" RND 18"H



Soft Seating Collections

Available in Power 

A.



B.



BAJA

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Munich Collection

Modular Seating to Design Custom Exhibits



MUNICH

MNCHSC Sectional 3pc.

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

SILVERADO

C1E Cocktail Table

(glass, chrome)
36" Round 17" H



MNCHCH Munich Armless Chair

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



MNCHCC Munich Corner Chair

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



MNCHLV Munich Armless Loveseat

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

Soft Seating Collections



A.



B.

ALLEGRO

A) CHR002 Chair

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

B) SFA002 Sofa

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



A.



B.



C.

TANGIERS

A) TANSOF Sofa

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

B) TANCHR Chair

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

C) TANLOV Loveseat

(beige textured)
57.5"L 37"D 37"H



A.



B.



C.

KEY LARGO

A) KEYCHR Chair

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

B) KEYLOV Loveseat

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

C) KEYSOF Sofa

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



A.

B.

C.

SOUTH BEACH

A) SO1 Sofa

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

B) OTS Ottoman

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

C) SO2

Sofa Sectional 3pc.

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

Accent Chairs

KEY WEST

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



MADDEN

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



SWANSON

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



Accent Chairs



A.



B.



C.

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

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

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

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

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

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



D.



E.



F.

Meeting & Stage Chairs



A.



B.



C.

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

ZENITH

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

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



LAGUNA

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

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



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



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



Group Seating

Styles & Shapes



Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 32.25"H

D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

H) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

Mix & Match

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

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

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





Ottomans

VIBE CUBE

18"L 18"D 18"H

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

Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

O) SAL Sally Stool

(white)

12" Round 17"H

P) CUBL20 Edge

LED Cube

(white plastic)

20"L 20"D 20"H

A/C power only

Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.

Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)

A.



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)

A.



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) REGBEN Bench Table

47"L 15.5"D 16"H

F) REGOTT End Table

16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)

G) E1E End Table

24" Round 22"H

H) C1E Cocktail Table

36" Round 17"H

OLIVER

(walnut finish)

I) EOLI End Table

22" Round 22"H

J) COLI Cocktail Table

47"L 27"D 19"H

RUSTIC

(wood)

K) ETBL E-Table

21"L 15.5"D 27.5"H

L) TMBTBL Timber Table

16" Round 17"H

M) AURA

Aura Round Table

(white metal)

15" Round 22"H

N) CUBTBL Edge LED Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Conference Tables



PWRUSB

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

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



A.

B.

C.

42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)

E.

D.

F.

MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H

Styles & Shapes

A.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



Atomic Round Tables

(glass, chrome)

A) 42ATO 42"RND 30"H
(not shown)

36ATO 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

D) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

Mix & Match

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

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

N.



O.



Executive Seating

A.



Pro Executive High Back Chair

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

B.



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



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



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



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

Café Tables



A) 30MAHC Madison Hydraulic Café Table

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

B) MALGRN Malba Chair

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



30" Round Café Tables

Standard Black Base

30" Round 29"H

A) ZTH (liquid steel blue top)

B) ZTB (red top)

Hydraulic Chrome Base

30" Round 29"H

C) 30WHHC (white laminate top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)
23"L 19"D 32.25"H

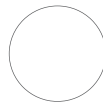


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



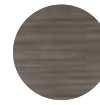
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A.



B. | G.



C. | H.



D. | F.



E.



I.



J. | N.



K. | O.



L.



M.

Café Tables

Standard Black Base
30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white laminate)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

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

Café Tables

Hydraulic Chrome Base
30" Round 29"H

- I) 30SBHC (liquid steel blue)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

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

Mix & Match

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

- A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H



Communal and Powered Tables

Denotes AC and USB
charging outlets



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

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



A.



POWERED
DETAIL

B.

C.

Ventura Powered Bar Tables



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

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

Ventura Communal Bar Tables

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

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

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

Black Top
VNTBNP (solid)

Table Top Options

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



BLACK



WHITE



MAPLE

G30 CAFÉ TABLES



A.



POWERED
DETAIL

B.

C.

D.

E.

G30 Powered Café Tables



72"L 26"D 30"H.

A) G30DWP
(silver frame, white top)

G30 Communal Café Tables

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

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

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

Bar Tables



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

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

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



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

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

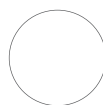


Customize And Create

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



MAPLE



WHITE LAMINATE



SILVER TEXTURED



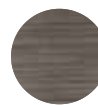
GRAPHITE NEBULA



LIQUID STEEL BLUE



RED



MADISON/GRAY ACAJOU



A. | I.



B. | J.



C.



D.



E. | H.



F.



G.



K. | P.



L. | Q.



M.



N.



O.

Bar Tables

Standard Black Base

30" Round 42"H

A) VTJ (graphite nebula)

B) VTK (maple)

C) VTG (silver textured)

D) VTB (red)

E) 30WH42 (white laminate)

F) VTH (liquid steel blue)

G) VTA (Madison/

gray acajou)

36" Round 42"H

H) VTW (white laminate)

I) VTN (graphite nebula)

J) VTP (maple)

Bar Tables

Hydraulic Chrome Base

30" Round 45"H

K) 30GRHB (graphite nebula)

L) 30MTHB (maple)

M) 30STHB (silver textured)

N) 30BRHB (red)

36" Round 45"H

O) 36WTHB (white laminate)

P) 36GRHB (graphite nebula)

Q) 36MTHB (maple)

Style & Design

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

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

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



Barstools



A.

C.

B.

D.

LIFT BARSTOOLS

15" Round 23–33.5"H

A) ROLLWH (white vinyl)

B) ROLLRD (red vinyl)

C) ROLLBL (black vinyl)

D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

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

Zoey Barstools

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

Banana Barstools

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

Oslo Barstools

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

K) XBAR Christopher Barstool

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

L) BS001 Shark Barstool

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

M) BSR Syntax Barstool

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

N) RSTSTL Rustique Barstool

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

Mix & Match

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

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



O.



P.

Office Essentials

MADISON

A) JD8 Madison Executive Desk

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

B) CR8 Madison Credenza

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

C) PROMDB Pro Executive Mid Back Chair

(black vinyl)

24"L 22"D 40"H Adjustable

D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable

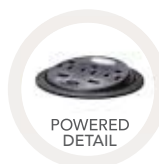


TECH COLLECTION



Denotes AC and USB charging outlets

A. 



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

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

B) TECH Tech Desk, Powered

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

C) TECH3 3 Drawer File Cabinet on Castors

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

B. 



C.

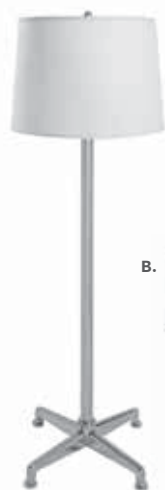


Charging Adapters
D) ADAPT B (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

MASON LAMPS

(brushed silver)

A) LA15 Floor Lamp

18" Round 55"H

B) LA14 Table Lamp

16" Round 26"H

SHELVING

C) PSHCCS

Posh Shelving

(Chrome, Acrylic)

36"L 18"D 72"H

D) BC8

Madison Bookcase

(gray acajou)

36"L 12"D 72"H

Powered Pedestals



Denotes AC and USB charging outlets

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



A. | B. 



C. | D. 



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

Powered Locking Pedestal

A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

D) PDL42B (black)

24"L 24"D 42"H

Charging Adapters

E) ADAPTW (white)

F) ADAPT B (black)

Charging adapters are available to rent for all powered products.

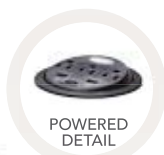


Powered Tech Desk



Denotes AC and USB charging outlets

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 Adapter D) ADAPT B (black)

Charging adapters are available to rent for all powered products.



Show Essentials



MARTINI BAR

A) BRC Martini Bar Circle

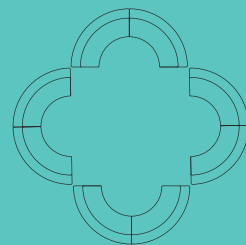
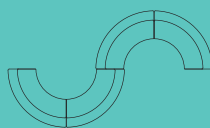
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar

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



Suggested Uses of Martini Bar



REFRIGERATORS



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

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



LIGHTED PRODUCTS

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



A.



B.


A) CUBL20 Edge LED Cube Ottoman

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

B) CUBTBL Edge LED Cube Table

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

MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



Mobile Tablet Stands
Include 3 AC and 2 USB
Charging Outlets



B.



C.



D.



E.

TABLET STANDS

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

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

ACCESSORIES

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

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

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



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline **Wednesday, August 1, 2018**

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

Event Code: I170970818

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Cocktail & Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$350.40	\$455.50	
	ALC100-Alondra, Glass/Chrome	\$422.40	\$549.10	
	ALC200-Alondra, Wood/Chrome	\$422.40	\$549.10	
	C1FWB-Geo, Wood/Black	\$369.60	\$480.50	
	C1C-Geo Rect., Glass/Chrome	\$316.80	\$411.85	
	COLI - Oliver Cocktail Table	\$302.40	\$393.10	
	C1W-Sydney, White	\$355.20	\$461.75	
	C1WP-Sydney White, Powered!	\$451.20	\$586.55	
	C1Y-Sydney, Black	\$355.20	\$461.75	
	C1YP-Sydney Black, Powered!	\$451.20	\$586.55	
	REGBEN-Regis Bench Table	\$362.40	\$471.10	

Don't forget device adapters/
chargers for your powered
tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPT B-Charging Adapter, black	\$31.20	\$40.55	
	ADAPT W-Charging Adapter, white	\$31.20	\$40.55	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$333.60	\$433.70	
	ALE100-Alondra, Glass/Chrome	\$304.80	\$396.25	
	ALE200-Alondra, Wood/Chrome	\$304.80	\$396.25	
	E1FWB-Geo, Wood/Black	\$321.60	\$418.10	
	E1C-Geo, Glass/Chrome	\$312.00	\$405.60	
	EOLI-Oliver End Table	\$268.80	\$349.45	
	E1W-Sydney, White	\$321.60	\$418.10	
	E1Y-Sydney, Black	\$321.60	\$418.10	
	CUBTBL-Edge LED Cube	\$249.60	\$324.50	
	AURA End Table	\$182.40	\$237.10	
	ETBL-E Table, Wood	\$225.60	\$293.30	
	TMBTBL Timber Table, Wood	\$216.00	\$280.80	
	REGOTT-Regis End Table	\$266.40	\$346.30	

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

Total Exec Tables Furnishings: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Ottomans

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$331.20	\$430.55	
	END02W-Square, White Leather	\$331.20	\$430.55	
	END01B-Curved, Black Leather	\$528.00	\$686.40	
	END01W-Curved, White Leather	\$528.00	\$686.40	
	SAL Sally Stool	\$115.20	\$149.75	
	CUBL20-Edge Lighted Cube	\$249.60	\$324.50	
	WHT12-Half Bench, White Vinyl	\$475.20	\$617.75	
	BNQ7-Quarter Curve, White Vinyl	\$621.60	\$808.10	
	BNQR17-Ottoman Ring, White Vinyl	\$2,227.20	\$2,895.35	
	REGBEN Regis Bench, Brushed Metal	\$362.40	\$471.10	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$508.80	\$661.45	
	BVLYBN Bev Bench Brown Fabric	\$508.80	\$661.45	
	BVLYGR Bev Bench Grey Fabric	\$508.80	\$661.45	
	BVLYLN Bev Bench Linen Fabric	\$508.80	\$661.45	
	BVLYOB Bev Bench Ocean Fabric	\$508.80	\$661.45	
	BVLYRD Bev Bench Red Fabric	\$508.80	\$661.45	
	BVLYWH Bev Bench White Vinyl	\$508.80	\$661.45	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$235.20	\$305.75	
	MAR002-Marche Swivel, Grey	\$235.20	\$305.75	
	MAR003-Marche Swivel, Linen	\$235.20	\$305.75	
	MAR008-Marche Swivel, Mdw Grn	\$235.20	\$305.75	
	MAR009, Marche Swivel, Pear	\$235.20	\$305.75	
	MAR007-Marche Swivel, Plum	\$235.20	\$305.75	
	MAR004-Marche Swivel, Raspberry	\$235.20	\$305.75	
	MAR005-Marche Swivel, Red	\$235.20	\$305.75	
	MAR006-Marche Swivel, Rose Qtz	\$235.20	\$305.75	
	MAR001-Marche Swivel, White	\$235.20	\$305.75	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$177.60	\$230.90	
	VIB02-Vibe Cube, Blue	\$177.60	\$230.90	
	VIB03-Vibe Cube, Pink	\$177.60	\$230.90	
	VIB04-Vibe Cube, Red	\$177.60	\$230.90	
	VIB05-Vibe Cube, Yellow	\$177.60	\$230.90	
	VIB06-Vibe Cube, Gold/Bronze	\$177.60	\$230.90	
	VIB07-Vibe Cube, Champagne	\$177.60	\$230.90	
	VIB08-Vibe Cube, Orange	\$177.60	\$230.90	
	VIB09-Vibe Cube, White Wtrproof	\$177.60	\$230.90	
	VIB10-Vibe Cube, Black Wtrproof	\$177.60	\$230.90	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$177.60	\$230.90	
	VIB12 Vibe Cube, Silver Vinyl	\$177.60	\$230.90	
	Vibe13-Vibe Cube, Purple Vinyl	\$177.60	\$230.90	

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Soft Seating

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,344.80	\$3,048.25	
	SFA002- Allegro Sofa	\$883.20	\$1,148.15	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,056.00	\$1,372.80	
	SO2-3pc. South Beach, P. Suede	\$2,013.60	\$2,617.70	
	TANSOF-Tangiers Sofa, Beige	\$837.60	\$1,088.90	
	KEYSOF-Key Largo Sofa	\$597.60	\$776.90	
	FAIRSW-Fairfax Sofa	\$602.40	\$783.10	
	S01- South Beach Sofa, P.Suede	\$837.60	\$1,088.90	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$463.20	\$602.15	
	HOPLV-Hopi Loveseat, Grey Linen	\$470.40	\$611.50	
	TANLOV Tangiers Loveseat	\$873.60	\$1,135.70	
	BLVWHT Baja Loveseat White Vinyl	\$1,005.60	\$1,307.30	
	MNCHLV- Munich Armless Loveseat	\$1,044.00	\$1,357.20	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$888.00	\$1,154.40	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$686.40	\$892.30	
	NPLCHR-Naples Chair, Black Vinyl	\$736.80	\$957.85	
	TANCHR-Tangiers Chair, Beige	\$544.80	\$708.25	
	CHR002-Allegro Chair	\$619.20	\$804.95	
	KEYCHR-Key Largo Chair	\$396.00	\$514.80	
	FAIRCW-Fairfax Chair	\$434.40	\$564.70	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$799.20	\$1,038.95	
	SFAPWR-Roma Sofa, powered	\$1,286.40	\$1,672.30	
	NPLCHP-Naples Chair, powered	\$799.20	\$1,038.95	
	NPLSOP-Naples Sofa, powered	\$1,286.40	\$1,672.30	
	NPLLOP-Naples Loveseat, powered	\$1,106.40	\$1,438.30	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$451.20	\$586.55	
	OCB-Key West Tub, Black	\$501.60	\$652.10	
	MADGRY-Madden Arm Chair, Grey	\$535.20	\$695.75	
	BCW-Madrid Chair, White	\$943.20	\$1,226.15	
	LABREA-La Brea Swivel Chair	\$518.40	\$673.90	
	HOPCH-Hopi Chair, Grey Linen	\$302.40	\$393.10	
	MNCHCC Munich Corner Chair	\$588.00	\$764.40	
	MNCHCH Munich Armless Chair	\$712.80	\$926.65	
	OCH Madrid Chair, Black	\$943.20	\$1,226.15	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$345.60	\$449.30	
	OCMWHT-Meeting Chair, White	\$316.80	\$411.85	
	OCMESP-Meeting Chair, Espresso	\$350.40	\$455.50	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$2,896.80	\$3,765.85	
	BNQR17-Ottoman Ring, White Vinyl	\$2,227.20	\$2,895.35	
	BNQ7-Quarter Curve, White Vinyl	\$621.60	\$808.10	
	BNQTL7- Center Cone, White Vinyl	\$914.40	\$1,188.70	
	WHT12-Half Bench, White Vinyl	\$475.20	\$617.75	
	OTS-South Beach Wedge	\$400.80	\$521.05	

Get some extra time
with your customers
as they sit, relax, and
charge their mobile
devices in your
booth!

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Conference Tables &
Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$568.80	\$739.45	
	CE1-Geo Table, Sq. Chrome	\$400.80	\$521.05	
	CF1-Geo Table, Sq. Black	\$400.80	\$521.05	
	CE2-Geo Table, Chrome	\$568.80	\$739.45	
	CB2-6' Graphite Table	\$597.60	\$776.90	
	CB3-8' Graphite Table	\$703.20	\$914.15	
	CB1-42" Round, Graphite Nebula	\$484.80	\$630.25	
	C508GR-8', Granite	\$703.20	\$914.15	
	CT10GR-10', Granite	\$1,056.00	\$1,372.80	
	CT06GR-6', Granite	\$597.60	\$776.90	
	PWRUSB-Powered Table Module	\$96.00	\$124.80	
	CB8-42" Round Madison, Grey	\$218.40	\$283.90	
	MADC10-10' Madison, Grey	\$1,212.00	\$1,575.60	
	MADC05-5' Madison, Grey	\$607.20	\$789.35	
	MADC08-8' Madison, Grey	\$1,212.00	\$1,575.60	
	CONF42-42" Round, White lam	\$484.80	\$630.25	
	36ATO Atomic 36" Round, Glass	\$400.80	\$521.05	
	42ATO Atomic 42" Round, Glass	\$400.80	\$521.05	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$81.60	\$106.10	
	RSTDIN-Rustique w/ arms, Gunmetal	\$165.60	\$215.30	
	CS8-Berlin Chair, Black	\$160.80	\$209.05	
	CS9-Berlin Chair, Red	\$160.80	\$209.05	
	XCHR-Christopher Chr, White Vinyl	\$132.00	\$171.60	
	CH002-Wendy Chair, Acrylic	\$148.80	\$193.45	
	SC10 Razor Chair	\$98.40	\$127.90	
	SC3-Brewer Chair, Onyx	\$220.80	\$287.05	
	XC6-Altura Guest Chair	\$388.80	\$505.45	
	LMCHR-Laguna Chair, Maple/Chrome	\$187.20	\$243.35	
	MALGRY-Malba Chair, Grey	\$144.00	\$187.20	
	MALGRN-Malba Chair, Green	\$144.00	\$187.20	
	CS4-Syntax Chair, Black/Chrome	\$261.60	\$340.10	
	ZENCHR-Zenith Chair-White/Chrome	\$211.20	\$274.55	
	SY1-Altura Task Chair	\$249.60	\$324.50	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	468.00	608.40	
	PROEXB-Executive Chair High Back	468.00	608.40	
	PROGB-Guest Executive Chair	328.80	427.45	
	PROMDB-Exec Mid-Back, Black	297.60	386.90	
	PROMID-Executive Chair Mid Back	307.20	399.35	

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Total Conference: \$

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Indianapolis, IN 46278

Café and Communal
Tables

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$283.20	\$368.15	
	ZTP-36" Maple Top/Black Base	\$309.60	\$402.50	
	ZTJ-30" Graphite Top/Black Base	\$283.20	\$368.15	
	ZTN-36" Graphite Top/Black Base	\$309.60	\$402.50	
	ZTG-30" Silver Textured Top	\$283.20	\$368.15	
	ZTQ-36" White Laminate Top	\$309.60	\$402.50	
	ZTB-30" Red Top/Black Base	\$283.20	\$368.15	
	ZTH-30" Steel Blue Top/Black Base	\$292.80	\$380.65	
	ZTA-30" Grey Top/Black Base	\$292.80	\$380.65	
	30WH29 -30" White Laminate	\$300.00	\$390.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$379.20	\$492.95	
	30GRHC-Graphite Nebula, Chrome	\$379.20	\$492.95	
	30STHC-Silver Textured, Chrome	\$379.20	\$492.95	
	30BRHC-Brushed Red Top, Chrome	\$379.20	\$492.95	
	30SBHC-Steel Blue Top, Chrome	\$417.60	\$542.90	
	30MAHC-Grey Top, Chrome	\$379.20	\$492.95	
	30WHHC-White Laminate	\$410.40	\$533.50	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$412.80	\$536.65	
	36GRHC-Graphite Nebula, Chrome	\$412.80	\$536.65	
	36WTHC-White Top, Chrome	\$412.80	\$536.65	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	G30DMS-Café, Maple Top	\$669.60	\$870.50	
	G30DMW-Café w/ Grmt, Maple	\$669.60	\$870.50	
	G30DWS-Café, White Top	\$669.60	\$870.50	
	G30DWW-Café w/ Grmt, White	\$669.60	\$870.50	
	G30DWP-Café Table- Powered!	\$770.40	\$1,001.50	

Don't forget
device adapters/
chargers for your
powered tables!

Adapters/Chargers

Qty.	Item	Discount	Regular	Amount
	ADAPT B-Charging Adapter, black	\$31.20	\$40.55	
	ADAPT W-Charging Adapter, white	\$31.20	\$40.55	

42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	\$837.60	\$1,088.90	
	VNTMNP Communal Table Maple Top	\$837.60	\$1,088.90	
	VNTWNP Communal Table White Top	\$837.60	\$1,088.90	
	VNTBMW Comm Table Maple Top w/ Grom	\$837.60	\$1,088.90	
	VNTBWW Comm Table White w/ Grom	\$837.60	\$1,088.90	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$988.80	\$1,285.45	
	VNTWHT Communal Table White Top	\$988.80	\$1,285.45	

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Bar Tables, Barstools &
Bars

Bar Tables - All Black Base

Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$312.00	\$405.60	
	VTP-36" Maple Top/Black Base	\$333.60	\$433.70	
	VTJ-30" Graphite Top/Black Base	\$312.00	\$405.60	
	VTN-36" Graphite Top/Black Base	\$333.60	\$433.70	
	VTG-30" Silver Textured Top	\$312.00	\$405.60	
	VTW-36" White Laminate Top	\$333.60	\$433.70	
	VTB-30" Red Top/Black Base	\$312.00	\$405.60	
	VTH-30" Steel Blue/Black Base	\$321.60	\$418.10	
	30WH42 30" White Laminate,	\$328.80	\$427.45	
	VTA-30" Grey Top/Black Base	\$312.00	\$405.60	
	RSTSQT Rustique Square Metal Bar Table	\$345.60	\$449.30	

Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$379.20	\$492.95	
	30MTHB-Maple Top, Chrome	\$379.20	\$492.95	
	30STHB-Silver Texture, Chrome	\$379.20	\$492.95	
	30BRHB-Brushed Red, Chrome	\$379.20	\$492.95	
	30SBHB-Steel Blue Top, Chrome	\$379.20	\$492.95	
	30WHHB White Laminate, Chrome	\$410.40	\$533.50	
	30MAHB-Grey Top, Chrome	\$379.20	\$492.95	

Bar Tables - Chrome Base 36", Hydraulic

	36GRHB-Graphite Nebula, Chrome	\$412.80	\$536.65	
	36MTHB, Maple Top, Chrome	\$412.80	\$536.65	
	36WTHB-White Top, Chrome	\$412.80	\$536.65	

Barstools

Qty.	Item	Discount	Regular	Amount
	BST-Banana, White/Chrome	\$314.40	\$408.70	
	BSS-Banana, Black/Chrome	\$314.40	\$408.70	
	BS001-Shark, Swivel White	\$400.80	\$521.05	
	BS002-Zoey, Swivel White	\$367.20	\$477.35	
	BS003-Zoey, Swivel Black	\$367.20	\$477.35	
	RSTSTL-Rustique Barstool, Gunmetal	\$182.40	\$237.10	
	APS08-Apex Black Vinyl	\$283.20	\$368.15	
	APS59-Apex Red Vinyl	\$283.20	\$368.15	
	APS75-Apex White Vinyl	\$283.20	\$368.15	
	APS12-Apex Blue Ultra Suede	\$283.20	\$368.15	
	XBAR-Christopher White Vinyl	\$228.00	\$296.40	
	LMBAR-Laguna, Maple/Chrome	\$235.20	\$305.75	
	BSR-Syntax, Black/Chrome	\$285.60	\$371.30	
	ZENBAR-Zenith, White/Chrome	\$211.20	\$274.55	
	BSD-Oslo, Blue	\$331.20	\$430.55	
	BSC-Oslo, White	\$331.20	\$430.55	
	ROLLBL-Lift Barstool, Black Vinyl	\$266.40	\$346.30	
	ROLLGY-Lift Barstool, Grey Vinyl	\$266.40	\$346.30	
	ROLLRD-Lift Barstool, Red Vinyl	\$266.40	\$346.30	
	ROLLWH-Lift Barstool, White Vinyl	\$266.40	\$346.30	

Bars

	BRC-Circle Martini Bar	\$4,891.20	\$6,358.55	
	BR1-Martini Bar	\$1,699.20	\$2,208.95	

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Executive Accessories

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$648.00	\$842.40	
	JD8-Madison Executive Desk, Grey	\$765.60	\$995.30	
	BC8-Madison Bookcase, Grey	\$554.40	\$720.70	
	TECH3B-Tech Desk w/drawers- Powered!	\$703.20	\$914.15	
	TECH-Tech Desk- Powered	\$568.80	\$739.45	
	TECH3-3-drawer File Cbnt w/Casto	\$187.20	\$243.35	

Product Display- Pedestals

	PDL36B-Ped, Locking- Powered!	\$636.00	\$826.80	
	PDL42B-Ped, Locking- Powered!	\$753.60	\$979.70	
	PDL36W-Ped, Locking- Powered!	\$636.00	\$826.80	
	PDL42W-Ped, Locking- Powered!	\$753.60	\$979.70	

Product Display- Shelving

	PSHCCS-Posh Shelving	\$650.40	\$845.50	
--	----------------------	----------	----------	--

Refrigerators

	R1R-White 14 Cubic Feet	\$1,094.40	\$1,422.70	
	R1Q-White 4 Cubic Feet	\$384.00	\$499.20	

Lamps

	LA15-Mason Silver Floor Lamp	\$278.40	\$361.90	
	LA14-Mason Silver Table Lamp	\$182.40	\$237.10	

Mobile Tablet Stands

	TBSTDW-Mobile Tablet Stand, Black	\$177.60	\$230.90	
	TBSTND-Mobile Tablet Stand, White	\$177.60	\$230.90	

Mobile Tablet Accessories*

	TBBCHR-Tablet, brochure holder	\$81.60	\$106.10	
	TBSHLF-Tablet, charging shelf	\$81.60	\$106.10	
	TBPNT-Tablet, print stand	\$81.60	\$106.10	

Have a **Powered** product? Order
the Adapter to make charging
easy!

Chargers and Adapters

Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	\$31.20	\$40.55	
	ADAPTW-Charging Adapter, white	\$31.20	\$40.55	

Work & Multi-Use Tables

	MERLIN-Multi Use Table	\$434.40	\$564.70	
	WD3-Work Table	\$417.60	\$542.90	

Ordering Tablet Accessories?

Don't forget to also order the Tablet Stand!

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

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

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

Total Exec Accessories: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO
August 22 - 23, 2018

Discount Deadline **Monday, July 23, 2018**

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

Event Code: 1170970818

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phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Graphics and Signs

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

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$182.70	\$237.50	
	70010	Horz., 22" x 28"	\$182.70	\$237.50	
	70011	Vertical, 28" x 44"	\$278.35	\$361.85	
	70012	Horz., 28" x 44"	\$278.35	\$361.85	
	70025	Meterboard, 39" x 90.75"	\$563.35	\$732.35	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft.- Vertical	\$23.15	\$30.10	
	70071	Grommets, per sq. ft. - Horizontal	\$23.15	\$30.10	
	70066	Pockets, per sq. ft. - Vertical	\$24.90	\$32.35	
	70072	Pockets, per sq. ft.- Horizontal	\$24.90	\$32.35	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$49.60	\$64.50	
	70021	Velcro, per ft, min. 5 ft.	\$3.25	\$4.25	
	70004	7" x 44" ID Sign	\$54.65	\$71.05	
	50094	Floor Easel	\$48.95	\$63.65	
	50095	22x28 Sign Holder	\$111.55	\$145.00	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$194.40	\$252.70	

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

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: \$ _____
9.020% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Upload Deadline **Monday, July 23, 2018**

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

Event Code: I170970818

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Us!

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mail 6101 West 80th Street
Indianapolis, IN 46278

Graphic File
Upload Instructions

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

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/08_FUSE%3A%20APRO'S%20National%20Rent-To-Own/Exhibitor%20Upload

Username: **sesftp**

Password: **ftpftp**

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.



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Connect With Us!

email	Indianapolis@shepardes.com
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

Graphic Guidelines

ACCEPTABLE FILE FORMATS

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

Program File Extension

Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign	.indd, .idml
Adobe Photoshop	.tiff, .psd, .eps

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

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

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

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

ARTWORK GUIDELINES

Document Size & Specs

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

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

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

Vector

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

Raster

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

Resolution

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

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Order Deadline **Monday, July 23, 2018**

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

Event Code: 1170970818

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
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mail 6101 West 80th Street
Indianapolis, IN 46278

Hanging Rental Signs

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	\$5,571.30	\$7,242.70
69142	16' x 48"	\$8,854.60	\$11,511.00



SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	\$6,774.70	\$8,807.10



TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	\$5,482.10	\$7,126.75



WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	\$2,414.30	\$3,138.60
69146	48" Double	\$3,212.65	\$4,176.45

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included

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

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

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

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

Total Hanging Sign Rental: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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

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

Hanging Sign Shipping Labels

**R
U
S
H**

ADVANCE WAREHOUSE HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

UPS F - Shepard Exposition Services

8500 N Hall St

Saint Louis, MO 63147

Delivery Hours: M-F, 8-4:30 PM

For:

RTO World 2018: The National Rent-to-Own Convention and
Tradeshow

First day freight can arrive w/o a surcharge:

July 25, 2018

Last day freight can arrive w/o a surcharge:

August 13, 2018

**R
U
S
H**

ADVANCE WAREHOUSE HANGING SIGN

TO:

(EXHIBITING CO. NAME)

Booth #:

UPS F - Shepard Exposition Services

8500 N Hall St

Saint Louis, MO 63147

Delivery Hours: M-F, 8-4:30 PM

For:

RTO World 2018: The National Rent-to-Own Convention and
Tradeshow

First day freight can arrive w/o a surcharge:

July 25, 2018

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August 13, 2018



RTO World 2018: The National Rent-to-Own Convention and Tradeshow
America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline **Wednesday, August 1, 2018**

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

Event Code: I170970818

Connect With
Us!

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Structural Integrity
Statement

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**RTO World 2018: The National Rent-to-Own
America's Center Convention Complex
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline

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Indianapolis, IN 46278

Need a Hanging
Sign?
Check out our
Hanging Signs
Rentals!

Hanging Signs 101

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Hanging Sign Checklist

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Monday, August 13, 2018**

Have questions or need
more help?
Our knowledgeable staff
is ready to assist...give us
a call!



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

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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

Step One: Tell Us About Your Sign Type: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other

Shape: ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other

Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$105.00	\$136.50	\$
69151	OT		\$157.50	\$204.75	\$
69152	DT		\$210.00	\$273.00	\$

Date of Assembly _____ Start Time _____

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$105.00	\$136.50	\$
69154	OT		\$157.50	\$204.75	\$
69155	DT		\$210.00	\$273.00	\$

Date of Disassembly _____ Start Time _____

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$545.65	\$709.35	\$

Date of Install _____ Start Time _____

*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

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

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

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

Event Code: 1170970818

Connect With Us! email Indianapolis@shepardes.com

phone (317) 677-1235

fax (317) 389-5524

mail 6101 West 80th Street
Indianapolis, IN 46278

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Hanging Sign & Overhead Rigging

Please indicate who will be supervising ASSEMBLY:

☐ Shepard Supervision 68069 ☐ Exhibitor Supervised

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Exhibitor
Contact _____

How many laborers will you require? _____

Please indicate who will be supervising DISASSEMBLY:

☐ Shepard Supervision 68073 ☐ Exhibitor Supervised

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Exhibitor
Contact _____

How many laborers will you require? _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		\$545.65	\$709.35	\$

Date of Removal _____ Start Time _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

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August 22 - 23, 2018

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Black (06) ☐ Silver(15) ☐

Truss*

Code	QTY	Item	Discount	Regular	Amount
69094	12"	Silver Box Truss (Per FT)	\$26.20	\$34.05	
69094	12"	Black Box Truss (Per FT)	\$26.20	\$34.05	
69038	12"	Silver Corner Block	\$98.35	\$127.85	
69038	12"	Black Corner Block	\$98.35	\$127.85	
70067		Design Fee (Hourly)	\$163.90	\$213.05	

*If you are ordering truss, you also need to order motors!

Truss Details

(Quantity & Size)

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$557.35	\$724.55	
69016		Half Ton Hoist/Chain Motor	\$491.75	\$639.30	
69101		1/4 Ton Hoist/Chain Motor	\$295.00	\$383.50	
69019		Rotating Motor 500 LB Limit	\$524.50	\$681.85	
69020		Rotating Motor 200 LB Limit	\$295.00	\$383.50	

Rotate Clockwise
(right)

☐

Rotate Counterclockwise
(left)

☐

Include the following items with your **Truss and Motor Order**:

- ☐ Hanging Sign Instructions
- ☐ Sign/Hanging Diagram
- ☐ Placement Grid
- ☐ Overhead Rigging Labor Order

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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

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

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

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

Company Name:

Total Rigging Equipment: \$

9.020% Tax*: \$

Amount Due: \$

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Overhead Rigging
Equipment

Event Code: I170970818

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fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

For more information, to request a
design/scaled plot, or to place
additional orders
please contact Shepard's Customer
Service Department at:

Indianapolis@shepardes.com



LABOR JURISDICTIONS SAINT LOUIS, MISSOURI

LABOR

Missouri is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. 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 Labor claims jurisdiction over all installation and dismantling of exhibits, including laying of carpet and all sign hanging. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Carpenters Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services.

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 unload material from their privately owned passenger vehicle, provided there is no use of dollies, hand trucks, pallet jacks, or other mechanical equipment.

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

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 the Exhibit Manager and Shepard Exposition Services.

IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services and/or Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be directed to Shepard Exposition Services and/or Exhibit Manager.

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.



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America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

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Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time:

Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime:

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

DT - Double-time:

All other hours and holidays

Shepard Blue Supervised Labor **Supervisory fee is 30% of total cost or \$60, whichever is greater.

Code	Discount	Regular	+30%
68066 ST	\$84.00	\$109.20	30%
68067 OT	\$126.00	\$163.80	30%
68068 DT	\$168.00	\$218.40	30%

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: I170970818

Connect With
Us!

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Shepard Blue
Supervised Labor

Choose Shepard Blue for
your labor needs and leave
your worries behind!

Step One:

Choose Your **Service**

Installation
Dismantling
Both

Step Two:

How Many **People**?

#

Step Three:

How Many **Hours**?

#

Step Four:

When Should the Build be **Complete**?

Date: Time:
Date: Time:
Date: Time:

Step Five: Tell Us About Your **Exhibit!**

(this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name _____ Tracking or Pro # _____ Estimated Weight _____
of Pieces _____ Advance Warehouse or Direct to Show site? _____ Estimated Arrival Date _____

Set Up Information:

Company Contact Name: _____ Email _____ Cell Phone # _____
Contact Arrival Date _____ Time Build Should be Complete _____
Booth Size: _____ X _____ Carpet: ☐ Ordered from Shepard ☐ Exhibitor Owned Carpet ☐ Carpet Padding

Drawings/Photos/Instructions:

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

Electrical Placement

(exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit

Does Electrical go UNDER carpet? ☐ Yes ☐ No

Graphics:

☐ With Exhibit ☐ Shipped Separately

Other Services Ordered:

☐ Overhead Rigging ☐ Cleaning ☐ AV

Outbound Shipping:

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

Ship To: _____

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

Method: ☐ Common ☐ Air ☐ Van ☐ Other

If Your Carrier doesn't show? ☐ Reroute with SLS

*Allow time for empty return when scheduling your pick up

☐ Send to warehouse for pick up (\$400 minimum charge)

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Estimated **SES Blue Labor**: \$

NA Tax*: \$

Amount Due: \$

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Discount Deadline **Wednesday, August 1, 2018**

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

Labor Hours

ST - Straight time:

Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime:

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

DT - Double-time:

All other hours and holidays

Event Code: I170970818

Connect With
Us!

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Exhibitor
Supervised Labor

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060 ST	\$84.00	\$109.20	
68061 OT	\$126.00	\$163.80	
68062 DT	\$168.00	\$218.40	

(68063/68064/68065)

Step One:

Choose your **service**

☐ Installation
☐ Dismantling
☐ Both

Step Two:

How many **people**?

#

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.

Send a detailed drawing and instructions to us prior to the event.

When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Step Three:

How many **hours**?

#

Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?
Details:

Step Five: Schedule

Installation Request
Dismantle Request

Date Start Time End Time

Step Six: Onsite Contact Info

Name

Cell:

Email:

Requested times are not guaranteed and are based on availability.

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	168.00	218.40	

Flooring Type:

☐ Carpet Rolls

☐ Carpet Squares

☐ Padding

☐ Other

Is electrical to be installed under your carpet? ☐ Yes ☐ No

(Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?

Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$

NA Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Order Deadline

Monday, July 23, 2018

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Event Code: 1170970818

Connect With
Us!

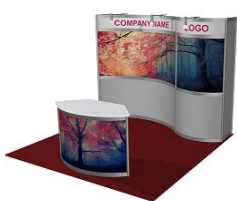
email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Inline Booth Rentals

Turnkey Rental Designs Make Exhibiting Easier!

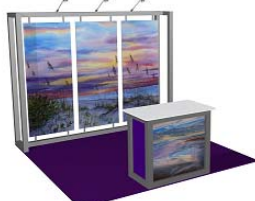
Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,475.15	\$4,517.70
66471		The Eddie- 10' x 20'	\$5,659.00	\$7,356.70
66474		The Jonathon - 10' x 10'	\$2,424.35	\$3,151.65
66475		The Jonathon - 10' x 20'	\$4,243.60	\$5,516.70

The Jonathon



The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$3,007.15	\$3,909.30
66478		The Pierce - 10' x 20'	\$5,709.80	\$7,422.75
66484		The Madison - 10' x 10'	\$3,646.70	\$4,740.70
66485		The Madison - 10' x 20'	\$4,322.00	\$5,618.60

The Madison



The Grant

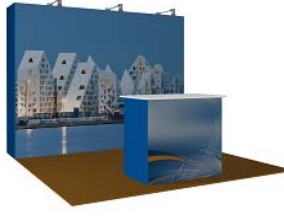


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,849.25	\$5,004.05
66487		The Grant- 10' x 20'	\$5,334.90	\$6,935.35
66492		The Harrison - 10' x 10'	\$3,538.60	\$4,600.20
66493		The Harrison - 10' x 20'	\$5,199.85	\$6,759.80

The Harrison



The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,465.80	\$3,205.55
66468		The Hamilton- 10' x 20'	\$4,319.80	\$5,615.75
66473		The Lucy - 10' x 10'	\$2,228.50	\$2,897.05

The Lucy



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

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

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Total Inline Rentals: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

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Connect With
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email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Custom Exhibit
Counters

Choose Your Counter & Customize to Fit Your Exhibit!

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

Panel Colors Black (06) White (03)

Locking Cabinets

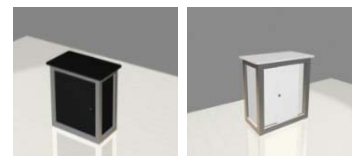
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$854.40	\$1,110.70		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,036.80	\$1,347.85		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$630.25	\$819.35	Silver Only	

Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$878.65	\$1,142.25		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,905.90	\$2,477.65		

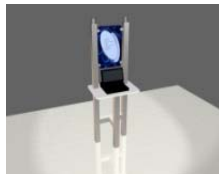
Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,108.40	\$1,440.90	
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$646.00	\$839.80	

Graphic Size
250mm x 700mm
380mm x 580mm

Don't See what you are looking for or need a tweak to a design?
Let one of our incredible designers create something just for you!

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Total Counter Rentals: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Order Deadline

Monday, July 23, 2018

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Choose Your Unit & Customize to Fit Your Products!

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

Panel Colors Black (06) White (03)

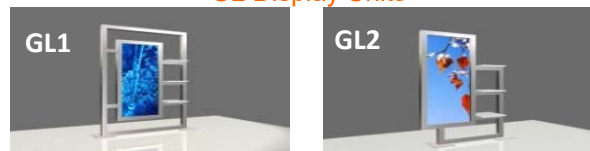
Product Displays

Gondolas



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$598.70	\$778.30			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$591.85	\$769.40	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,020.20	\$1,326.25	Silver Only	NA	674mm x 1682mm

GL Display Units



Showcases

Quartermview



Square



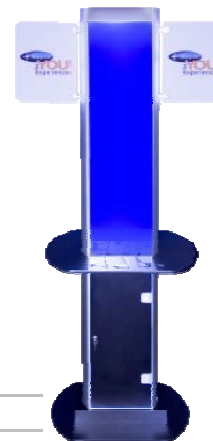
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,152.70	\$1,498.50		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,244.10	\$1,617.35		

Charging Units

SCS3



PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	\$420.00	\$546.00		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,958.40	\$2,545.90	Black Only	250mm x 700mm

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Custom Product Display Rentals: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Custom Product
Display and Charging
Stations



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phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Fabex Booth
Rentals

10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,291.50	\$2,978.95
66558		FX2M1 10' w/Monitor	\$4,145.50	\$5,389.15

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,804.00	\$3,645.20
66562		FX2M1H 10' w/Monitor	\$4,658.00	\$6,055.40

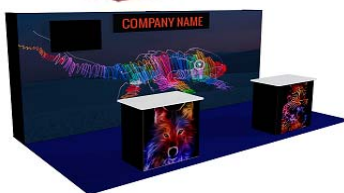
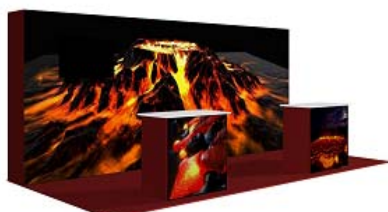
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,972.00	\$5,163.60
66560		FX2M2 10' x 20' w/Monitor	\$5,826.00	\$7,573.80
66567		FX2H2 10' x 20'	\$4,430.35	\$5,759.45
66563		FX2M2H 20' w/Monitor	\$6,284.35	\$8,169.65

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

****Please Note**** Carpet is not included, to order please refer to the Carpet Order form.

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

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

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Total Fabex Rental: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

Order Deadline

Monday, July 23, 2018

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

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'



Step 1: Choose Your Booth Size
Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,310.65	\$3,003.85	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,570.95	\$4,642.25	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,831.30	\$6,280.70	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'



FX 13- 8' h x 30'



Don't forget to order Power for
your backlighting!

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Total Fabex Backlit: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Fabex Backlit
Booth Rentals



the
YOU!
experience

RTO World 2018: The National Rent-to-Own Convention and Tradeshow

America's Center Convention Complex - St. Louis, MO

August 22 - 23, 2018

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Event Code: I170970818

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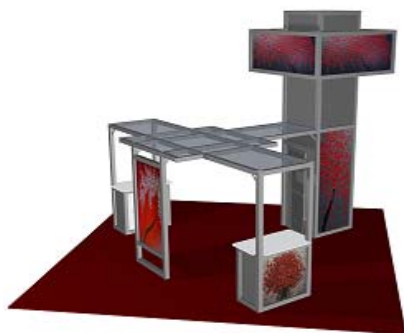
email ESSRentals@shepardes.com
phone 404-720-8652
fax 404-720-8757
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Island Booth Rentals

Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @
<http://www.shepardes.com/shep-gallery.html>

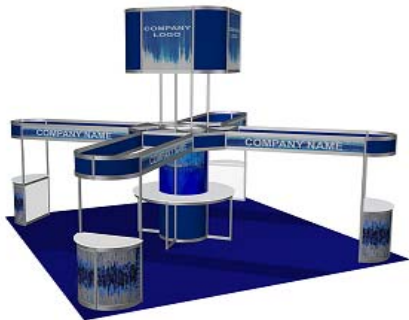
The Monroe



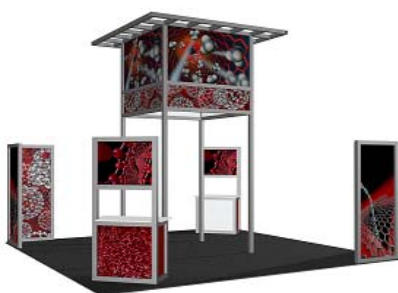
The Tyler



The Washington



The Garfield



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

Code	Qty	Item	Discount	Regular
66494		The Monroe	\$8,846.45	\$11,500.40
66368		The Washington	\$12,695.70	\$16,504.40
66495		The Tyler	\$9,447.55	\$12,281.80
66496		The Garfield	\$9,251.65	\$12,027.15

Monitors also
available!
Contact us for
details!

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

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Total Island Rentals: \$

9.020% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

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.

May, 2018

Dear Exhibitor,

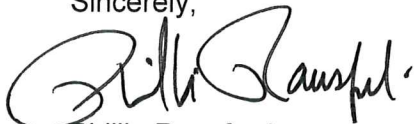
Welcome to America's Center! We are excited that you are exhibiting in **RTO World 2018:
The National Rent-to-Own Convention and Trade Show, August 23-25, 2018.**

At America's Center we offer each exhibitor several building services that range from electrical to food and beverage. Each contractor has met strict requirements in product and service quality. Because our mission statement is "Becoming America's Best Center", we are constantly improving the quality level of the products and services we offer. Therefore, please feel free to contact me if you have any special needs, require additional services or if our building services are not providing the highest quality level of products and services. I can be reached at (314) 342-5020.

Along with our other various building services, we also offer licensed security officers to man your booth during the closed periods of the show. To order this service prior to your convention date or to receive additional information, please contact Jourdon Morgan, Director of Public Safety at (314) 342-5163 or fax (314) 342-5040. The cost for the licensed security officer is \$24.75 per hour with a four hour minimum. You will also be able to order this service on-site by contacting the Show Security Supervisor, however, personnel availability cannot be guaranteed unless the request is received at least one week prior to the first show date.

Again, our goal is to help you achieve a successful and profitable show. Feel free to contact me at anytime.

Sincerely,



Phillip Ransford
Director of Event Management

explore st.louis

Exhibitor Rights

The unions which provide services at the America's Center® and the staff of the Convention Center wish to assure customers that their visits to St. Louis will be enjoyable, productive and hassle free. We understand that each event has its own special requirements that need to be addressed. We are eager to discuss these matters with the customers so that we can ensure a quality experience while in St. Louis.

The following is a list of conditions and/or situations that are permissible at America's Center, which do not require the services of labor union workers. This listing was developed by Explore St. Louis in conjunction with the union's representatives. The intention of this listing is to simplify for exhibitors, the move-in, set-up, performance, dismantle and move-out of show without circumventing the utilization of union labor.

1. Exhibitors may unload/load both materials from a **personally owned vehicle (POV)** at a predetermined overhead door (NOT DOCK). Two full time company employees may handle the movement of materials with two-wheeled handcarts for a maximum of twenty (20) minutes.

2. Exhibitors may set-up and dismantle "pop-up" exhibits in their booth with minimum amount of tools if the display can be completed in thirty (30) minutes or less.

3. Exhibitors may install/dismantle exhibits and display booths no larger than 300 sq. ft. without the use of power tools.

4. Exhibitors may hang signs or graphics in booths no larger than 300 sq. ft.

5. Exhibitors may plug in their own equipment needing 110 volt power to outlets ordered and supplied by Edlen Electric in their exhibit booth.

6. Exhibitors may pack and unpack products in their own booth.

7. Exhibitors are allowed to do their own technical work on their machines, (i.e. testing fine line balancing, programming, calibrating). This type of work shall be explained to Edlen Electric and agreed upon prior to the first move-in day.

8. Exhibitors may fill and drain their own water receptacles, not to exceed twenty (20) gallons per container.

9. Exhibitors may operate their own self-contained equipment provided that it does not require wiring and is pre-approved by the Facility and the appropriate union representative.

10. Exhibitors may skirt their own tables with their own custom fit skirting, without the use of staple, snaps or Velcro. Neither the tables, nor the skirting may be from a rental source.

We strongly urge that any particular requirement be brought to our attention before the move-in on the event. We assure our customers that all of their requests will be given our total consideration and we will work together towards a mutually rewarding solution.



ORDER INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

Advance Payment Deadline Date: 7/31/18

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Booth Cleaning
- E. Floral

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

Advance Payment Deadline Date: 7/31/18

EXHIBITOR:		BTH #	
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FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo

Wire Transfer:

ABA#: 121000248 Acct: 4122636046

International Wire Transfer:

Swift Code: WFBUS6S Acct: 4122636046

*** \$50 processing fee MUST be included with transfer.**

*** Please reference the Event # listed above and your Booth # on all electronic payments.**

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL: THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. BOOTH CLEANING ORDER	
6. PLUMBING ORDER	
7. FLORAL ORDER	
8. COMPUTER & OFFICE EQUIPMENT RENTAL OR PROFESSIONAL DETAILER ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 7/31/18**

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #	#088006SL

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS	Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event
--------------------	---------------------------------------------------------------------

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			72.00	109.00	
1000 WATTS (10 AMPS)			103.00	156.00	
1500 WATTS (15 AMPS)			127.00	196.00	
2000 WATTS (20 AMPS)			156.00	235.00	
208 VOLT SINGLE PHASE					
20 AMPS			236.00	359.00	
30 AMPS			297.00	461.00	
60 AMPS			459.00	719.00	
208 VOLT THREE PHASE					
20 AMPS			307.00	465.00	
30 AMPS			445.00	669.00	
60 AMPS			687.00	1029.00	
100 AMPS			1098.00	1648.00	
200 AMPS			1391.00	2044.00	
400 AMPS			2341.00	3512.00	
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

Please call for information on any services you require that are not listed here.

480V CONNECTIONS	Approximately 480V A.C. 60 Cycle - Prices are for Entire Event
------------------	----------------------------------------------------------------

480 VOLT THREE PHASE				
20 AMPS			558.00	836.00
30 AMPS			669.00	1001.00
60 AMPS			873.00	1310.00
100 AMPS			1154.00	1732.00

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

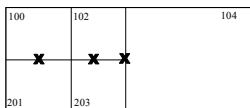
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

TERMS & CONDITIONS

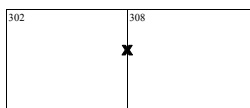
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. For a dedicated outlet, order a 20 amp outlet.
10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
17. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

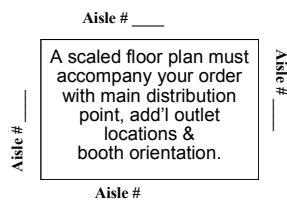
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



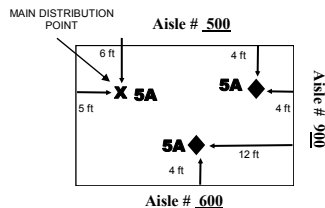
(IN-LINE BTHS) (PENINSULA)



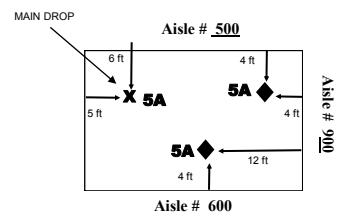
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 7/31/18



ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 2 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from ground supported truss
7. Installation of lighting & monitors
8. Installation & disconnect of powers packs/inverters

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 7/31/18**

The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #	#088006SL

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- Describe flooring: _____
- Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____
 Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
		MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	ESTIMATED TOTAL		
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM				

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 7/31/18**

The Power People

ELECTRICAL EXHIBITION SERVICES
 701 Convention Plaza, St. Louis, MO 63101
 Phone: (314) 342-5324 Fax: (314) 342-5384
 stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #	#088006SL

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting and/or Monitors

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minims	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	MAN HRS	RATE	TOTAL
		ST	\$81.00	
		OT	\$162.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

701 Convention Plaza, St. Louis, MO 63101
Phone: (314) 342-5324 Fax: (314) 342-5384
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

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LIGHTING ORDER

EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

Advance Payment Deadline Date: 7/31/18

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electrician's.

FIXTURE	ADV	REG	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	632.00	945.00						

BOOTH LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 1 hour labor to

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Pole lights are placed along the side rail or back wall of inline booths.
- * Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
8 FT POLE WITH 1 LIGHT	20.00	30.00		81.00						
8 FT POLE WITH 2 LIGHTS	30.00	45.00		81.00						



- * Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
ARM LIGHT	25.00	37.50		81.00						

TRACK LIGHTING (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + 2 hours labor

Labor is based on the Straight Time Labor rate. Prevailing rates will be applied.

- * Call to discuss HANGING options for track lighting.
- * Track is white with MR 16 Fixtures

FIXTURE	ADV	REG	+	LABOR	=	SUBTOTAL	x	QTY	=	TOTAL
4' TRACK WITH 2 FIXTURES	30.00	45.00		162.00						
4' TRACK WITH 3 FIXTURES	35.00	52.50		162.00						
ADDT'L MR 16 LIGHT FIXTURES	15.00	22.50		N/A						

FLOOR PLAN	TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM	TOTAL	
Send floor plan indicating light locations for overhead lights and pole lights	PRINT NAME:		
	EMAIL:	PHONE:	

BOOTH CLEANING ORDER**Advance Payment Deadline Date: 7/31/18**

The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #	#088006SL

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**ORDER INSTRUCTIONS****SCHEDULING SERVICES**

Please note which days you will require cleaning services. If no information is provided, services will begin on first day of show opening and continue until the number of days ordered are utilized.

VACUUM SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

MOPPING SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

PORTER SERVICE SCHEDULING

Dates Requested

1st Day _____

2nd Day _____

3rd Day _____

4th Day _____

PORTER SERVICE RATES

Rates include emptying waste baskets and policing of your exhibit area at two hour intervals during show hours.

TRASH REMOVAL

Small office style trash cans placed at the edge of an exhibit booth at the end of the day will be emptied by the facility at no cost prior to the start of the event each day. Large trash cans that need to be emptied where they are located within the

VACUUMING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Vacuum scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Vacuum Booth - 1 Day28	.34	_____
_____	Vacuum Booth - 2 Days52	.65	_____
_____	Vacuum Booth - 3 Days78	.97	_____
_____	Vacuum Booth - 4 Days	1.04	1.30	_____

SHAMPOOING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	Date Service Requested	Advance Price	Regular Price	TOTAL COST
_____	Shampoo Carpet - One Time Only Date: _____	.36	.44	_____

MOPPING (Charged per square foot with 100' minimum cost)

Total Sq. Ft.	(Please schedule what days you would like the service provided in the Mopping scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Mop Booth - 1 Day36	.44	_____
_____	Mop Booth - 2 Days72	.90	_____
_____	Mop Booth - 3 Days	1.08	1.35	_____
_____	Mop Booth - 4 Days	1.44	1.80	_____

PORTER SERVICES (Charged per day)

# of Days	(Please schedule what days you would like the service provided in the Porter Service scheduling block on the left)	Advance Price	Regular Price	TOTAL COST
_____	Up to 1500 square feet	44.00	55.00	_____
_____	1501 - 3000 square feet	66.00	83.00	_____
_____	3001 and over - call for a quote			_____

SPECIAL CLEANING REQUIREMENTS

Please indicate below any special cleaning requests or instructions that you may have. You can also use this space to indicate that you would like the America's Center to provide more information and pricing on cleaning your display.

TOTAL**TRANSFER ESTIMATED TOTAL TO BOX #5 ON THE METHOD OF PAYMENT FORM****AUTHORIZATION**

PRINT NAME:

EMAIL:

PHONE:

BOOTH CLEANING TERMS & CONDITIONS

1. Cleaning your exhibit area is not included in space rental.
2. Cleaning service can be ordered on site at the regular rate.
3. Our exclusive cleaning contract will not permit other service contractors to provide this service.
4. If you have any questions or need assistance with any orders items not listed, please call and ask for your Event Manager Representative.
5. Full payment is due in advance or at show site before any service is provided. Purchase orders are not considered payment.
6. It is your responsibility to advise our service center representative of any problem with any of your orders, and to check your invoice for accuracy prior to the close of the exhibition.
7. We require 100% prepayment of advanced orders, any orders or services placed at show site must be paid at show site. Payment must be in U.S. Funds and drawn on a U.S. Bank.
8. Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser on the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received shall be either applied to reduce the principle unpaid balance or refunded to the payer. This payment terms and conditions agreement shall be governed by an construed with the laws of the State of Missouri.

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

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Advance Payment Deadline Date: 7/31/18

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	457.00	685.50	
Additional Connections within 20' of Outlet	318.00	478.00	

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate 7.00	=	
Total CFM _____ x REGULAR Rate 10.50	=	

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	422.00	633.00	
Additional Connections within 20' of Outlet	318.00	478.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 - 50 Gallons	173.00	260.00	
51 - 200 Gallons	173.00	260.00	
201 - 500 Gallons	260.00	391.00	
Each additional 100 Gallons up to 1,000 Gallons	29.00	44.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

stlouis@edlen.com

Advance Payment Deadline Date: 7/31/18

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
ST	\$81.00	
OT	\$162.00	
ESTIMATED TOTAL		

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

FLORAL ORDER FORM

Advance Payment Deadline Date: 7/31/18



The Power People

ELECTRICAL EXHIBITION SERVICES

701 Convention Plaza, St. Louis, MO 63101

Phone: (314) 342-5324 Fax: (314) 342-5384

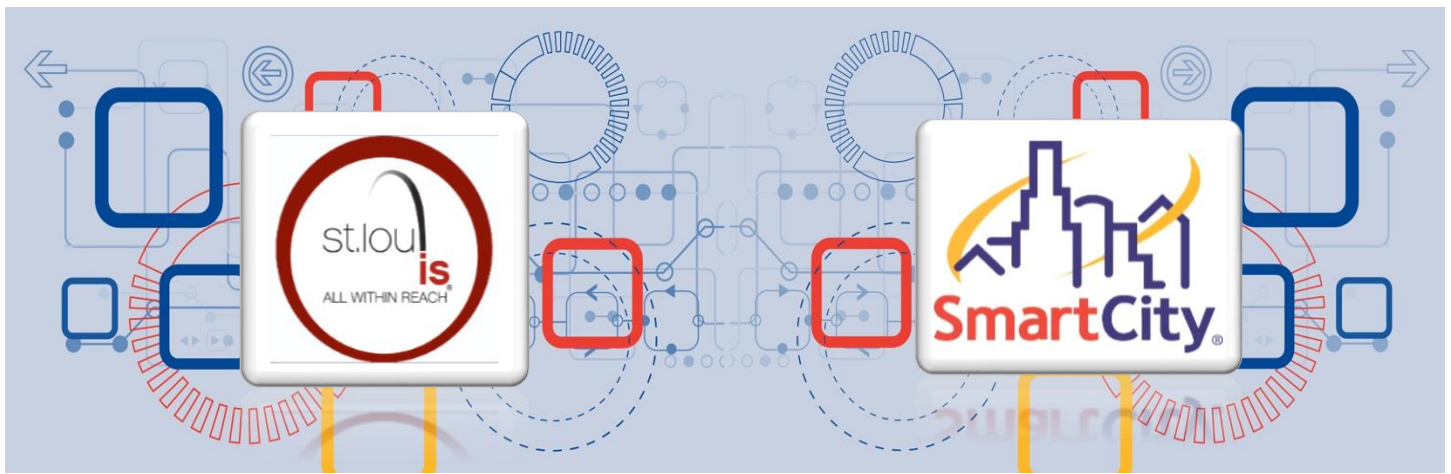
stlouis@edlen.com

EXHIBITOR:		BTH #	
EVENT:	RTO World 2018: The National Rent-to-Own Convention & Tradeshow		
FACILITY:	AMERICA'S CENTER		
DATES:	August 21-23, 2018	EVENT #088006SL	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
ADVANCE PAYMENT PRICE <p>For advance payment price to apply we must receive your order with payment prior to the deadline date posted on the top of this order form.</p>
FLORAL DELIVERY <p>All floral pricing includes delivery and pickup from the booth or designated location within the America's Center.</p>
RENTAL RETURNS <p>Rental items that are not in the booth at the close of the show will be charged a minimum of 2X the rental price again.</p>
STRING LIGHT RENTAL <p>If you order string lights, you must also order electric for them separately on the electrical order form. Power is not included in the rental price.</p>
CONTAINER UPGRADES <p>Container upgrades are available in Gold and Silver for an additional fee. These containers must be pre-ordered. Delivery can not be guaranteed for on-site orders.</p>
SALES TAX <p>The rental rate of all items on this form includes sales tax added at a rate of 8.68%.</p>
FLORIST <p>All floral services will be delivered by Walter Knoll Florist.</p>
TERMS & CONDITIONS <p>I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.</p>
Form FLO-0314SL

GREEN PLANTS					
(Please circle type of plant when ordering)		QTY	Advance Price	Regular Price	TOTAL COST
3' GREEN PLANTS	Circle one: Palm Tree Bushy		40.21	54.29	
4' GREEN PLANTS	Circle one: Palm Tree Bushy		51.08	68.96	
5' GREEN PLANTS	Circle one: Palm Tree Bushy		61.95	83.64	
6' GREEN PLANTS	Circle one: Palm Tree Bushy		72.82	98.31	
7' GREEN PLANTS	Circle one: Palm Tree Bushy		83.68	112.97	
8' GREEN PLANTS	Circle one: Palm Tree Bushy		136.94	184.87	
10' GREEN PLANTS	Circle one: Palm Tree Bushy		141.29	190.75	
12' GREEN PLANTS	Circle one: Palm Tree Bushy		158.67	214.21	
15' GREEN PLANTS	Circle one: Palm Tree Bushy		213.01	287.57	
LARGE FERN / VINING			32.61	44.03	
CASCADING 1' WIDE X 10" TALL			27.17	36.68	
UPRIGHT SMALL 18" WIDE X 1' TALL			27.17	36.68	
FLOWERING PLANTS (Select color when ordering)					
FLOWERING MUM PLANT (Yellow / White / Lavender /Asst)			31.52	47.91	
BROMELIAD (Red / Lavender / Orange / Pink)			38.04	51.36	
AXALEA (Red / Orange / White)			43.47	58.69	
KALANCHOE (Red / Orange / Yellow/Pink)			38.04	51.36	
FLORALS & MISCELLANEOUS					
FRESH CUT ARRANGEMENT - SMALL			65.21	88.04	
FRESH CUT ARRANGEMENT - MEDIUM			92.38	124.72	
FRESH CUT ARRANGEMENT - LARGE			163.02	220.08	
BLOOMING BASKET - SMALL			65.21	88.04	
BLOOMING BASKET - MEDIUM			92.38	124.72	
BLOOMING BASKET - LARGE			163.02	220.08	
FLORAL BOUTONNIERE (Specify color pallet: _____)			13.05	17.62	
FLORAL CORSAGE (Specify color pallet: _____)			32.61	44.03	
MINI LIGHTS			16.31	22.02	
6" BUBBLE BOWL			32.61	44.03	
10" BUBBLE BOWL			54.34	73.36	
CONTAINERS Select color: Gold/Silver/Black			27.17	27.17	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER					
TRANSFER TOTAL TO BOX #7 ON METHOD OF PAYMENT FORM			TOTAL		
PRINT NAME:					
EMAIL:			PHONE:		



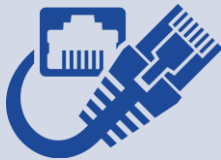
RTO World 2018: The National Rent-to-Own Tradeshow

August 23rd – 25th, 2018

Order 14 days prior to the 1st day of the event move-in for incentive rate.

Incentive deadline for the above event is August 5th, 2018

Smart City is the exclusive telecommunications service provider for the
America's Center Convention Complex.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

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



Telephone Service

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



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

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.

AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

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

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

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

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

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

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

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

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: America's Center, 701 Convention Plaza, St. Louis, MO 63101
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

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

Please note that there is a \$75.00 delivery, setup and removal fee that will be added to your order.

MONITORS

	QTY.	
■ 21" Multi sync monitor	_____	\$125
■ 32" LCD monitor	_____	\$230
□ Dual-post stand □ Table stand		
■ 46" LCD monitor	_____	\$465
□ Dual-post stand □ Table stand		
■ 60" LCD monitor	_____	\$720
□ Dual-post stand □ Table stand		

MONITOR ACCESSORIES

	QTY.	
■ DVD player	_____	\$70
■ Laptop	_____	\$220

PROJECTION

	QTY.	
■ 42"- 54" Rolling cart with black skirt	_____	\$55
■ 8' Tripod screen	_____	\$85





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



AUDIO EQUIPMENT

QTY.

- Wired handheld microphone _____ \$65
- Wireless microphone _____ \$190
 - ☐ Handheld ☐ Lavalier
- Powered speaker _____ \$110
up to five people
- Sound system _____ \$356
 - *two speakers, two stands, one mixer, one wired microphone*
 - *up to 20 people*
- 4-channel mixer _____ \$68

COMPUTER & ACCESSORIES

QTY.

- Laptop _____ \$220
- Black-and-white printer _____ \$170

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

CUSTOM ITEMS

QTY.

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

Jonathan Cruz

Director, Event Technology - PSAV®

America's Center

701 Convention Plaza, St. Louis, MO 63101

■ office: 314.342.5074 ■ email: joncruz@psav.com





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

Jonathan Cruz
Director, Event Technology - PSAV®
America's Center
701 Convention Plaza, St. Louis, MO 63101
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Date: _____

PUBLIC SAFETY OFFICER BOOTH ORDER FORM

Company Name: _____

Address: _____

Phone () _____ Fax () _____

Show/Event: _____ Booth # _____

Name/Point of Contact @ Booth: _____

Rate: Public Safety Officer (PSO) \$24.75 per hr. A 4 hour minimum call applies to PSO.

Date	Quantity	Shift Start Time	Shift End Time

Estimated Cost: # Hours _____ X \$24.75 per hour = \$ _____

Grand Total \$ _____

Credit Card Authorization:

Type of Credit Card: _____ Credit Card # _____

Expiration Date: _____ Name that appears on card: _____

Cardholder's Signature _____

Please email your request to: Public Safety Dept., Attn: Jourdon Morgan, jmorgan@explorestlouis.com.

For questions and/or assistance, please call Jourdon Morgan @ (314) 342-5163.

(Rate in effect July 1, 2018 through June 30, 2019.)



Contact

Levy Restaurants at the America's Center

701 Convention Plaza
St. Louis, MO 63101

Dave Durney

314-342-5191
ddurney@levyrestaurants.com



Important Exhibitor Information

Please Take a Moment to Read Our Policies

1. All food and beverages must be ordered through Levy Restaurants, the exclusive caterer at the America's Center.
2. No food or beverages will be permitted into the Convention Center by any exhibitor, installation Company, or any other entities hired by exhibiting company without prior approval and written authorization by Levy Restaurants.
3. Orders submitted less than two (2) weeks in advance will be subject to a 10% increase in pricing.
4. All food service ordered must be **paid in full** prior to any service commencing. We will accept Visa, Master Card or American Express.
5. Please allow a minimum of 45 minutes to one hour for all replenishment requests during the show.
6. There will be a \$25.00 delivery charge on all orders of less than \$75.00.
7. The exhibitor is responsible for supplying any electricity required for food service equipment, trash removal from booth, as well as tables needed for food service.

Experience fine foods -- Booth Catering Services

NO FOOD/BEVERAGE FROM AN OUTSIDE SOURCE IS ALLOWED IN THE CONVENTION CENTER. ALL FOOD AND BEVERAGE IS SUPPLIED BY CONVENTION HOSPITALITY

RTO World 2018 – The National Rent –to–Own Convention and Trade Show

August 23 - 25, 2018

Morning & All Day Beverages	Price	Date	Time	Quantity
Fresh Brewed Coffee/Reg or Decaf	40.00/Gallon			
Starbucks Verona Blend, regular & decaf	44.00/Gallon			
Hot Water with Tea Bag Assortment or Iced Tea	36.00/Gallon			
Assorted Soft Drinks	3.50/Each			
Bottled Water	3.50/Each			
5 Gallon Bottled Water with Dispenser	35.00/Each			
20 lb. Bag of Ice	12.50/Bag			
Wine-red, white, blush, sparkling	Market Price			
Domestic Beer	5.00/Each			
Imported Beer	5.50/Each			
Breads & Pastries	Price	Date	Time	Quantity
Muffins/Bagels/Filled Danish	40.00 Doz.			
Fudge Brownies	32.00/Doz.			
Fresh Baked Cookies	30.00/Doz.			
Dessert Bars	38.00/Doz.			
Assorted Sliced Melons & Berries-(to service 20 guests)	140.00			
Assortment of Whole Fruit	3.95/Each			
Reception Bites	Price	Date	Time	Quantity
Beef Wellington Bites – horseradish cream	4.00/pc			
Stuffed Mushrooms				
Fennel sausage and garlic bread crumbs	3.50/pc			
Spinach and Parmesan Risotto	3.00/pc			
Lumb Crab with Lemon Aioli	4.50/pc			
Vegetable Crudite w/Dipping Sauce (to service 20 guests)	125.00			
Domestic & Imported Cheese w/Crackers with fruit garnish (to service 20 guests)	240.00			
Potato Chips/Pretzels/Corn Tortilla Chips	18.50/lb			
Dry or Honey Roasted Peanuts	24.00/lb			
Fancy Mixed Nuts	24.00/lb			
Sumptuous Satays	3.00/Piece			
Ginger chicken served with sweet chili sauce				
Sizzling short rib with Thai peanut sauce				
Coconut curry chicken with mago chutney (reorders are limited)				
Basil garlic shrimp with chili lime mint sauce (reorders are limited)	4.00/Piece			
St. Louis' Original-Toasted Ravioli with marinara sauce	3.00/Piece			
Garden Fresh Vegetable Basket	7.95 per guest			
Chef's colorful selection of the freshest market vegetables, served with buttermilk ranch dip, garlic hummus, fresh basil pesto and assorted crackers and breadsticks				
Contact your catering representative for additional options 314-342-5191				



America's Center Catering Order Form

(Please print clearly when completing the form below)

Deadline to Place Order: August 5, 2018

Show: RTO World 2018 – The National Rent –to-Own
Convention and Trade Show

Company Name _____
(print legibly)

Contact _____

Contact on site _____

Cell # _____

Email _____

Address _____

Company Phone _____

Fax _____

Credit Card Type

☐ Visa ☐ Amex ☐ MasterCard

Number _____

Exp. Date _____ 3 digit Code _____
(Amex has 4 numbers on front)

Name on Card _____

Mailing address if different than above.

Booth Number: _____

*Order Requirements

Confirmation(s), a contract and credit authorization are sent back for client signature when this form is faxed back to the America's Center catering office.

*Payments & Deposits

Our credit policy requires pre-payment in full for all exhibitor orders.

*Acceptable Forms of Payment-Credit Card Policy

All clients must complete the credit authorization.

All on-site orders and replenishments are paid with an American Express, Visa or MasterCard.

*Delivery Charges

For all orders less than \$75.00, a delivery fee of \$25.00 is charged.

*Service Charge & Tax

A 20% service charge, 8.679% sales tax and 1.5% tourism tax will be added to all food and beverage items, equipment rentals, labor fees and decoration orders. Missouri law states that the service charge is subject to sales tax.

*Service Assistance

Bartenders, Staff Culinarian or Booth Attendant @ \$100/four hour shift minimum.

*Booth Service Rental/Machine Services

Please call for further information about Ice Cream Carts, Espresso, Cappuccino, Popcorn or Smoothies in your booth!

Our catering staff will be happy to assist you in preparing a customized proposal according to your specifications. Kindly call (314) 342-5191 or Email ddurney@levyrestaurants.com for more information.

All Food and Beverage are subject to 20% Service Charge, 8.679% State Sales Tax and 1.5% Tourism Tax. Sales orders that do not meet \$75.00 minimum are assessed a delivery charge of \$25.00 per order. **Table(s) or counter is to be provided by exhibitor in booth for service.**

All food and beverage is subject to 20% service charge and applicable Missouri sales tax.





AMERICA'S CENTER[®]

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of St. Louis Fire Prevention Code."

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a 6 (six) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal position depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check

egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

19. There shall not be any obstructions blocking exit doors from the outside of any building, such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements, additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers; positioned on both sides of said fryers.

All cooking appliances shall be listed by a **National Testing Agency**, i.e. Underwriters Laboratory or Factory Mutual.

26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to Fire Marshal no later than **15 days** before set-up date.
27. There shall not be any ticket booths, tables, or any other display setup in the lobby without the prior approval of the Fire Marshal.

28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. Ferrara Theatre seating capacity shall be limited to the fixed seating of 1,411 with absolutely no standing allowed!
30. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
31. All floor plans submitted shall be totally representative of the halls, rooms, and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and main doors in air walls, etc.
32. Should there be any questions regarding plans and/or code requirements, contact the St. Louis Fire Inspector, 1421 N. Jefferson, St. Louis, MO 63106, Telephone: (314) 289-1900; Fax: (314) 289-1985.