



Exposition: March 4-6, 2024
Henry B. Gonzalez Convention Center
San Antonio, Texas

To: TechAdvantage® 2024 Exhibitors

From: TechAdvantage® 2024 Expo Management

Subject: EXHIBITOR SERVICES MANUAL

This manual contains IMPORTANT INFORMATION about shipping; pre-show preparation of displays; installation; operating; dismantling; rules and regulations; order forms; and rate sheets for services provided by all of the TechAdvantage® 2024 Expo official contractors and service providers.

We recommend you turn first to the **Calendar of Deadline Dates**. (See *Section 1--General Information*.) By adhering to deadline dates, you will be able to take advantage of available discounts offered by the contractors in this manual, as well as meet important deadlines for obtaining other services.

Please share the information in this manual with everyone who will be involved in making your show a success. If you are using an independent contractor for installation and dismantling, or any other service, please see that they are given copies of all pertinent forms and information sheets.

ALL BOOTH MUST BE CARPETED: Exhibitor's booths MUST be carpeted by 12:00PM on Monday, March 4. If the booth is not carpeted by this time, carpet will be installed in the exhibitor's booth at the expense of the exhibitor.

UNFURNISHED BOOTHS: If the assigned booth is NOT furnished/set-up by 12:00PM on Monday, March 4, NRECA reserves the right to revert full possession of the booth space.

If you have questions after reading this manual, please contact the appropriate contractor (see Key Contacts and Official Service Contractors, *Section 1--General Information*), or Expo Management, Mary Novack at (718) 578-4658, mary_n@novackmanagement.com.

HAVE A GREAT SHOW!



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Exhibitor Deadline Dates

Deadline Date		PDF Manual Section
	Deadline for ad placement in the RE Magazine Pre-Show Issue:	Section 4
1/02/2024	Ad Space Reservation	
1/05/2024	Ad Material Deadline	
	Deadline for ad placement in On-site Program Guide:	Section 4
1/15/2024	Ad Space Reservation	
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2/2/2024	Notification of Intent to Use Exhibitor Appointed Contractor form <i>together with</i> current certificate of insurance	Section 5
2/2/2024	Graphics and Signage Order	Section 5
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3/3/2024	First Day Freight Can Arrive at the Convention Center	Section 5

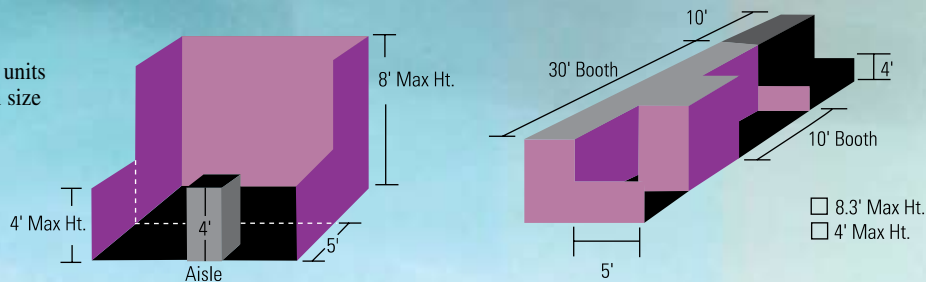
Exhibitors ordering services after deadline dates will not be eligible for available discounted rates.

EXHIBIT CONSTRUCTION GUIDELINES

If you have questions or need clarification regarding exhibit construction guidelines, please contact our show management at 718.578.4658.

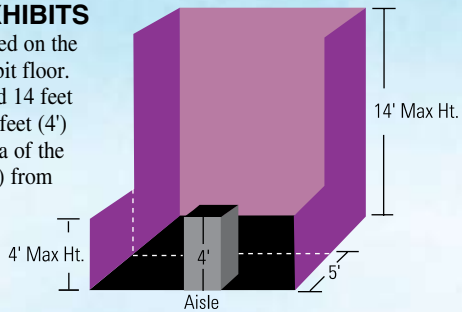
STANDARD EXHIBITS

Definition: One or more standard units in a straight line (minimum booth size is 10'x10' = 100 square feet.)



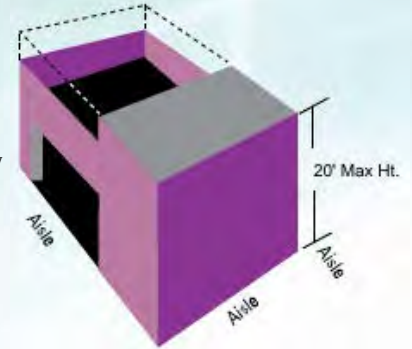
PERIMETER-WALL EXHIBITS

Definition: Standard booth located on the outer-perimeter wall of the exhibit floor. Back wall height may not exceed 14 feet (14'). Display fixtures over four feet (4') high must be confined to the area of the booth that is at least five feet (5') from the aisle line.



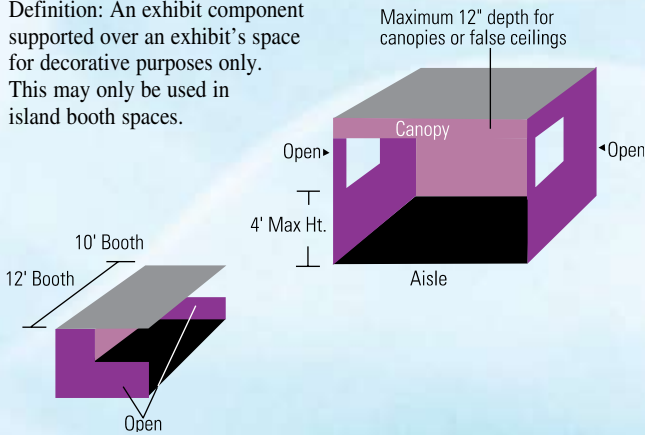
ISLAND EXHIBITS

Definition: Exhibit with one or more display levels 400 square feet or greater with aisles on all four sides. Height of display material may not exceed 20 feet (20').



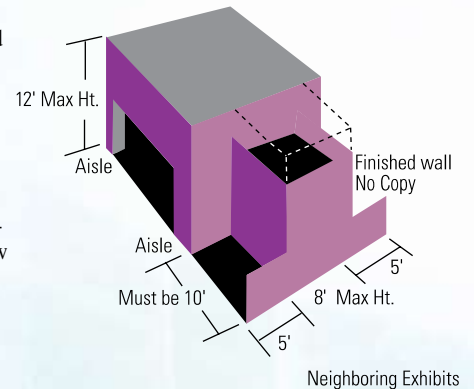
CANOPIES AND CEILINGS

Definition: An exhibit component supported over an exhibit's space for decorative purposes only. This may only be used in island booth spaces.



PENINSULA EXHIBITS

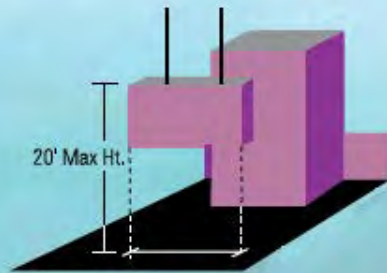
Definition: These booths are surrounded by three aisles. For booths 400 square feet or greater that back up to another booth of equal or greater size, the dividing back wall may reach a maximum height of 12 feet (12'). The back of the dividing back wall must be clean and clear of any logos, names, or graphics. For any booth that backs up to a row of inline booths, the back wall may not exceed eight feet (8') in height for half of the distance ten feet (10') centered. The remaining five feet (5') on either side may not exceed four feet (4') in height, to avoid blocking the visual sightline to the connected inline booths.



HANGING SIGNS

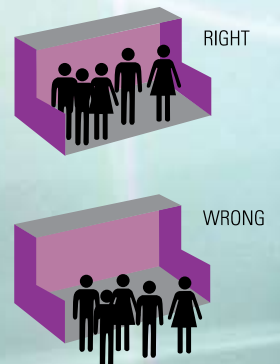
Definition: An exhibit component may be suspended above an island or split island of 400 square feet or more for purpose of displaying graphics or identification.

The top of the sign may not exceed twenty feet (20') in height.



DEMONSTRATIONS

Definition: Interaction of exhibit personnel and their audience through corporate presentations, product demonstrations, or sampling. All presenters and observers must be inside the booth where the presentation is being done. No one should stand in the aisle.



TO ALL EXHIBITORS DISPLAYING MACHINERY, EQUIPMENT OR VEHICLES:

All machinery, equipment and vehicles must be placed at least one foot (1') in from the edge of your booth. No exhibited

product may extend out over the aisle in the air or at floor level. Additional requirements may be found in the Terms and Conditions on the back of the Exhibit Space Application contained within this brochure.



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GENERAL INFORMATION

Additional show information/rules can be found in the Terms & Conditions document in Section 1: General Information

No one under the age of 18 years will be allowed on the exhibit floor during move-in or move-out. During expo hours, all children under the age of 16 years must be accompanied by an adult.

Expo Management Office

The NRECA and Exhibition Management would like to make the 2024 TechAdvantage Expo a very rewarding opportunity for your company. However, in the unlikely event you experience any problems, please inform Exhibition Management in the Expo Management Office at the convention center. Most problems that do arise can be rectified quickly. Unfortunately, we are unable to assist in the resolution of problems not reported to us in the Expo Management Office. Novack Management, Inc., Exhibition Management for the 2024 TechAdvantage Expo, will be available throughout the entire on-site period to answer your questions and assist you in any way possible.

Exhibitor Service Center

The Exhibitor Service Center will be located in the Expo Hall and will be in full operation beginning Sunday, March 3, 2024 at 8:00 am. Representatives from Shepard Exposition Services, the convention center and other show service providers will be available to assist exhibitors.

TechAdvantage Registration Area

Badges registered in advance will be available for pick up starting on Sunday, March 3, 2024 at 8:00 am, in the TechAdvantage Registration Area located on Lobby Level of the convention center. On-site badge requests or changes may be made at the TechAdvantage Registration Area.

Meeting with Clients on the Exhibit Floor During Off-Hours

If you wish to meet with clients on the exhibit floor during non-exhibit hours, you must make prior arrangements with expo management. Please notify us in advance by email at mary_n@novackmanagement.com, or stop by the Show Management Office on-site during set-up hours.

Public Address System Announcements

The public-address system in the exhibit hall is for medical emergency announcements and to announce winners of prizes sponsored by NRECA. Please do not ask us to make any other announcements.

Business Center

The convention center has a full-service UPS Store, providing an on-site service center for shipping, mailing, faxing and photocopying. The UPS Store is located in the lobby of the convention center at street level at the main entrance. Email: store4180@theupsstore.com for more information.

Liability and Insurance

Exhibitors and exhibitors' contractors are required, according to the terms and conditions of the TechAdvantage 2024 Exhibit Space Contract, to procure and maintain Commercial General Liability Insurance and Worker's Compensation and Occupational Disease Insurance.

Damage to property or equipment due to handling on-site should be reported immediately to a Shepard Exposition Services representative at the Exhibitor Service Center.



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GENERAL INFORMATION (continued)

Exhibit Hall Badges/Work Passes

During show hours, only attendee and exhibitor badges will be permitted on the exhibit floor. All personnel employed by your company may gain access to the exhibit floor with an official TechAdvantage 2024 exhibitor badge.

During move-in and move-out days, everyone must have a badge or wristband to gain access to the exhibit hall.

Beginning Sunday, March 3, 2024, wristbands will be issued in the TechAdvantage Registration Area for Exhibitor-Appointed Contractors (EAC) - a company other than the "general or official" service provider on the show responsible for the installation and dismantling of your display, who require access to your booth during installation and dismantling.

All Exhibitor-Appointed Contractors are required to submit the Exhibitor-Appointed Contractors (EAC) form found in Section 5 of this manual, to Shepard Exposition Services along with the required proof of insurance.

Alcoholic Beverages

Alcoholic beverages may be served from exhibit booths, however exhibitors must provide proof insurance for "host liquor liability" and must purchase alcoholic beverages from the convention center caterer (see Section 7: Other Services).

Popcorn, Rice and Cooking in Booth Are Not Permitted

The use or display of rice is prohibited in the expo halls. Popcorn and rice may not be distributed from exhibitors' booths.

Event Cancellation Insurance

Should this Expo be cancelled or abandoned for any reason, the limit for claim of damages and/or compensation by the Exhibitor shall be the return of the amount already paid for space in this specific Expo. It is strongly recommended that exhibitors purchase event cancellation insurance from their insurance carrier to cover any other losses that may result from the cancellation of this Expo.

Selling on the Show Floor

Any and all sales, involving the exchange of currency, credit cards, checks, money orders, or bartering of goods is strictly prohibited on the exhibit floor. Expo attendees may only place orders for merchandise for future delivery and invoicing to attendees' place of business or home.

Security

Show security is most effective when everyone works cooperatively. Exhibitors must take steps to secure their own display equipment and products. Never leave personal items (cameras, handbags, briefcases, laptop computers, etc.) unattended. You are urged to secure belongings in lockable containers or use in-booth guard service.

Neither the NRECA, Exhibition Management, its official contractors, nor the Convention Center can assume liability for equipment, materials or personal items. Lost or stolen property must be reported to a uniformed security officer as soon as possible. Security will send an officer to your booth to take a report, which will be required to be submitted with an insurance claim to your insurance provider.



EXHIBIT DISPLAY RULES

Henry B. Gonzalez Convention Center: Exhibit Halls 2-3, Street Level

Exhibit Hall Ceiling Height: 35 feet

For additional display rules please see Terms and Conditions document in Section 1: General Information the Exhibitor Manual.

All machinery, equipment and vehicles must be placed at least one foot (1') in from the edge of your booth. No exhibited product may extend out over the aisle in the air or at floor level.

See **Booth Construction Guidelines** document in Section 1: General Information of the Exhibitor Manual for illustrated examples of booth construction rules.

Standard or Inline booths: One or more standard units in a straight line (minimum booth size is 10'x10' = 100 square feet.) Backwall height may not exceed eight feet (8'). Side dividing walls height may not exceed eight (8') for more than five feet (5') from the backwall of the booth. The remaining 5 feet (5') to the aisle line may not exceed four feet (4') in height.

Perimeter Wall Booths: Standard booths located on the outer-perimeter wall of the exhibit floor. Back wall height may not exceed 14 feet (14'). Side dividing walls height may not exceed eight (8') for more than five feet (5') from the backwall of the booth. The remaining 5 feet (5') to the aisle line may not exceed four feet (4') in height.

Island Booths: Exhibit with one or more display levels 400 square feet or greater with aisles on all four sides. Height of display walls and material may not exceed 20 feet (20').

Booth Floor Carpet/Covering

All exhibitor booth spaces must be carpeted/covered. You may provide your own floor covering or rent floor covering from Shepard Exposition Services. An order form can be found in this manual in Section 5: Shepard Forms.

Hanging Signs

For island booths 400 square feet and larger. An exhibit component may be suspended above an island of 400 square feet or more for the purpose of displaying graphics or identification. The component may not exceed twenty feet (20') in height. Rigging information may be found in Section 7 of this manual.



Exhibit Display Rules (continued)

Multiple-Story Booths and Enclosed Booths

These are allowed for booths 400 square feet and over.

Multiple Story Booth plans must be submitted to exposition management and the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a State of Texas- Professional Engineer's stamp, certifying that the platform can bear the maximum occupant load.

All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.

If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.

The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.

Multiple story booths must contain at least two 5-pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies awnings, curtains, straw, hay and similar materials are also required to be flame retardant.

Floor plans must be submitted to exposition management two (2) months prior to the first move-in day.

Booth Construction and Display Materials

All booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.

All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for inspection. Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.



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Convention Center and Fire Marshall Rules

Vehicles on Static Display

Liquid-fueled or gaseous-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- Batteries are disconnected except where the Fire Code Official requires that the batteries remain connected to maintain safety features.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

(2018 IFC, Section 314.4)

- A. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
- B. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approved
- C. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
- D. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.

Track Vehicles

Vehicles that utilize tracks are strictly prohibited from operation within the facilities. Track vehicles can only enter the facilities on wheeled trailers and unloaded on proper floor tracks placed temporarily on the floor. Vehicles must remain on these floor tracks until removed.

Equipment/Machinery/Trailers

Demonstrations of operating equipment/machinery with moving parts or debris that may cause injury, or trailers must be set back in the booth one foot (1') from the aisle line.

Exhibitor Materials and Crate Storage

No packing containers, wrapping materials or display materials may be stored under tables or behind booths. Exhibitors must make arrangements with Shepard Exposition Services for storage of crates and other packing materials.

No equipment, booths, signs, displays, or other items can block or obstruct any emergency fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones and emergency aisles.

Animals

All live animals are prohibited, with the exception of guide and service animals.

Helium Balloons

Helium-filled balloons are not permitted in the expo facility. Additionally, the use of liquid petroleum and gases is strictly prohibited, and no helium or propane tanks, full or empty, are allowed in the expo facility.

Flammable Liquids and Compressed Gases

The use of liquefied petroleum gas within the building is prohibited.

Combustible or flammable liquids may not be used or brought into the building without the prior approval from the Fire Marshal. Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position.

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.



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Convention Center and Fire Marshall Rules (continued)

Lasers and Fog Machines:

Lasers and fog machines may not be used in the exhibit hall.

Open Flames

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.

These items include: Welding or cutting equipment for demonstration purposes, Barbeque Grills, lit candle/lanterns

Firearms, Weapons and Fireworks

Firearms, weapons and fireworks are not prohibited in the exhibit hall or meeting rooms. The only exception are law enforcement officials.

Confetti and Glitter

Confetti and glitter are not allowed in any area of the convention center or Lila Cockrell Theater.

Building Damage

Painting of any kind within the convention center is strictly prohibited. Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the convention center. Nothing may be attached to exhibit floor columns, even within booths; drilling into the expo hall concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the convention center.

Outside food or beverages

No outside food or beverages are permitted in the convention center. The RK Group is the exclusive concessionaire and caterer. Please contact their offices at 210.225.4535 for any novelty sales or catering needs.

Gratuities

The Henry B. Gonzalez Convention Center, Shepard Exposition Services and most reputable contractors specifically prohibit any employee from accepting gratuities. Exhibitors should be aware of this policy and refrain from any such activity.

Drones

The operating of drones of any kind inside the convention center or around the perimeter is prohibited.



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Convention Center and Fire Marshall Rules (continued)

Freight and Deliveries

The convention center cannot accept freight shipments or packages for exhibitors. Freight must be consigned through Shepard Exposition Services, the designated General Service Contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate. Loading and unloading through the Lobby glass doors are prohibited.

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through Shepard Exposition Services. The convention center does NOT provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.

In-Booth Food Service

In-booth food and beverages (including bottled water) must be ordered through the convention center caterer (see Section 7: Other Services).

Hazardous Materials

All containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.

All hazardous materials require Fire Marshal approval.

Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

Pools, Fountains, Ponds, Landscapes, Etc.

Exhibitors will be required to protect the exhibit hall floor underneath any booths containing display pools, ponds or other water features. These must be approved in advance by Exposition Management.

Waste Disposal

No oils, combustibles, or any liquids other than water may be poured in the convention center drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in convention center restrooms.

Copyright Fees

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor. The exhibitor must make required payment directly to the applicable copyright agency.

TERMS AND CONDITIONS National Rural Electric Cooperative Association ("NRECA") sponsors the TechAdvantage® 2024 Expo ("Expo"). Exhibitor shall comply with the terms and conditions stated herein, in addition to the terms and conditions set forth in the Exhibitor Services Manual ("Manual"), as amended from time to time, and any other communications sent to Exhibitor by NRECA or on NRECA's behalf, as referenced and incorporated herein ("Agreement"). NRECA has retained Kenworthy Management to act as show management ("Management") for the Expo. All payments should be directed to NRECA at the address set forth in the Application, unless otherwise directed by NRECA. **1) PAYMENT:** Agreements shall not be processed or assigned its Exhibit Space ("Space") without the required payment. #1 Expo Exhibitors, who reserve Space for the 2024 Expo, totaling more than \$10,500 in Space fees, must pay a 50% deposit of the total fees due on or before June 15, 2023. Space selected shall not be held after June 15, 2023 without the required deposit. The remaining balance shall be due on or before Nov. 1, 2023. #2 Agreements for Space, totaling more than \$10,500 Space fees, submitted on or before August 1, 2023, must be accompanied by a minimum deposit of 50% of the total fees due, with the remaining balance being due on or before November 1, 2023. #3 Agreements submitted after August 1, 2023 must be accompanied by payment in full. #4 Agreements submitted, that total less than \$10,500 in Space fees, regardless of the date the Agreement was made, must submit payment in full. Any Space (less than \$10,500 in space fee) that has not been paid for in full by August 1, 2023 may be reassigned or cancelled without refund of deposit. #5 Members of NRECA that receive discounted Space based upon their membership level, that later change their membership level, will be required to pay the difference owed within thirty (30) calendar days of the membership change. Should a membership change require a partial refund, the refund will be sent within sixty (60) days after NRECA receives the membership dues for the new level. **2) REFUND POLICY:** Termination of this Agreement by Exhibitor on or before August 1, 2023, may receive a refund equal to 50% of the amount paid for the contracted Space. Termination of this Agreement by Exhibitor after August 1, 2023, regardless of the date the Agreement was made, or whether the Space is resold, shall receive no refund of any monies paid to NRECA for the Expo. Expo payments cannot be transferred to other NRECA activities, future expositions, events, membership dues, advertising or product/services purchases. All requests to terminate this Agreement must be made in writing to NRECA/TechAdvantage Expo. Termination requests may be delivered via e-mail, fax, or courier mail by COB of August 1, 2023. **3) SPACE REDUCTION PENALTY:** Exhibitor may request Space reduction, which may result in the need to relocate Exhibitor to an available booth that meets the requested size reduction of Space. NRECA cannot guarantee Exhibitor location of the relocated booth or that Space reductions will be granted. At any time prior to the commencement of the Expo, Exhibitors that reserve a Space larger than 200 sq. ft., and later reduce the Space size will pay an administrative fee equal to 10% of the cost of the original Space, in addition to the full rental fee, of the reduced Space. If relocation is not possible and sellable Space is lost due to the Space reduction, the Exhibitor shall pay for the full cost of the lost sellable Space, in addition to the 10% administrative fee, and the full rental fee of the reduced Space. **4) EXPO DATES, HOURS, & FORMAT:** Expo dates, hours, and format may change from those stated herein, or in the Exhibitor Prospectus. Final show dates, hours, and format will be published in the Exhibitor Services Manual that is available for download at techadvantage.org. **5) TERMINATION OF AGREEMENT BY NRECA & REDUCTION OF EXPO LENGTH:** Should Exhibitor not comply with the terms and conditions of this Agreement, NRECA may terminate this Agreement, without notice, and Exhibitor shall not be entitled to any refund of Space fees paid previously paid to NRECA for this Expo. Additionally, NRECA may terminate this Agreement, for convenience, without notice. Should NRECA terminate this Agreement for convenience, NRECA shall refund Exhibitor any monies previously paid for Space for this Expo. Refund of said monies shall be Exhibitor's sole remedy with respect to NRECA terminating this Agreement for convenience. Furthermore, the parties agree that, if the length of the Expo is reduced for any reason at any time, no refunds of any kind will be made to the Exhibitor. **6) RIGHT TO REFUSE RENTAL SPACE:** NRECA reserves the right to refuse rental space to any Exhibitor, at any time. **7) SPACE SELECTION /ASSIGNMENTS:** NRECA will consider Exhibitor's preference in Space location, as designated herein; however, NRECA makes no guarantee such request will be honored. Initial Space assignments will be made during the current year's Expo for the following year's Expo. Space selection priority is given to Exhibitors based on the Priority Points earned in the current year's Expo. After the Expo, there is a time period where current year Exhibitors may select from available Space. After this time period is over, the remaining Space is then marketed to NRECA's prospect list, and Space is assigned in the order that Agreements are received. Notwithstanding the foregoing, NRECA reserves the right, in its sole discretion, to make the final determination of all Space assignments, in the best interest of the Expo. NRECA further reserves the right to relocate any Exhibitor from their initially assigned Space. If it is necessary to relocate an Exhibitor from their initially assigned Space and the Exhibitor finds the new Space to be unacceptable, the Exhibitor may terminate their Agreement and receive a full refund of any money previously paid to NRECA for this Expo; provided that the Exhibitor informs NRECA in writing of their intent to terminate this Agreement, within five (5) business days of being informed of their relocation assignment. This shall be Exhibitor's sole remedy. An Exhibitor, who requests to relocate, and after relocation decides, that they do not like the new location or surrounding exhibitors, may terminate this Agreement, with no refund of any money previously paid to NRECA for this Expo. Additionally, Exhibitor shall not receive any form of compensation should a neighboring exhibitor not meet Exhibitor's preference. **8) SUBLETTING SPACE:** No Exhibitor shall assign, sublet, or share the Space allotted with another business or firm, unless approval has been obtained in writing from NRECA, at least five (5) business days prior to the Expo commencing. Exhibitors must show only goods manufactured by or for them in the regular course of business. Identification of an article or piece of equipment not manufactured by the Exhibitor, but required for operation or demonstration in Exhibitor's booth, shall be limited to the usual and regular name plate, imprint, or trademark under which same is sold in the general course of business. Persons connected with non-exhibiting concerns are prohibited from any dealing, exhibiting, or soliciting within the expo facility. Security will escort persons engaging in unauthorized activities from the expo facility and NRECA shall have no liability with respect to the actions taken by security. If NRECA deems, in its sole discretion, that Exhibitor has misrepresented their product(s) and/or service(s) or finds other person(s) soliciting on behalf of Exhibitor, the Exhibitor and/or solicitor will be evicted from the expo facility, at no liability to NRECA. Should Exhibitor be evicted, NRECA's general contractor, at the expense of the Exhibitor, will pack and ship the Exhibitor's display and materials. Should Exhibitor be evicted, no refund of any kind shall be made. Furthermore, Exhibitor shall defend, indemnify and hold NRECA harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against NRECA, its officers, directors, agents, employees, or subcontractors, arising from or related to Exhibitor and/or solicitor being evicted from the expo facility. **9) EXHIBIT FLOOR CONDUCT:** The conduct stated in this Section shall supersede, where in conflict, any and all expo facility, exhibit floor, rules and regulations, as found in the Manual. #1 No displays shall be permitted which interferes with the use, or impedes access of other exhibitors space, or free use of the aisle ways. Exhibitor's personnel, including demonstrators, are required to confine their activities within the contracted space. #2 Giveaways are permitted and shall be the sole responsibility of Exhibitor; however, prizes shall not be announced over the public address system in the expo facility. #3 Space rented in the expo facility is the only location Exhibitor may use to display their products and/or services, without the prior written consent of NRECA. Additionally, Space rented in the expo facility is the only location Exhibitor may distribute their literature and/or other materials, without the prior written consent of NRECA. Display or distribution is prohibited in all other venues being used by NRECA, including hotels, where Expo attendees are lodged. #4 Alcoholic beverages may not be sold but can be given away within the Exhibitor space. #5 popcorn and nuts with shells may not be sold or given away (refer to Manual for the complete policy concerning food giveaways). #6 Audio and video presentations (Exhibitor-produced CDs, slides, video) will be permitted if tuned to conversational levels at 85dB and not objectionable to neighboring exhibitors. Equipment noises, microphone, music, and portable speaker systems at sound levels that diminish other exhibitor's ability to transact business is strictly prohibited. Notwithstanding the foregoing, NRECA at any time throughout the EXPO may suspend Exhibitor's right to use any audio and video presentations, or may ask Exhibitor to adjust the volume level of the same. #7 NRECA reserves the right to restrict the use of glaring lights or objectionable light effects. #8 The exterior of any display cabinet or structure facing an adjacent exhibitor's booth must be finished or suitably decorated at the expense of Exhibitor erecting or installing such a display and must not include corporate or product identity which would detract from the adjacent space. NRECA's, the general contractor, at the expense of Exhibitor, will decorate any unfinished cabinets or structures not in compliance within one (1) hour of the end of move in time. #9 All Exhibitor personnel shall be dressed in business casual attire or Exhibitor work uniform, while on the Exhibit Floor. **10) CONSTRUCTION GUIDELINES:** Exhibitor must strictly follow all construction guidelines as found in the Manual. Additionally, Exhibitor represents and warrants that its display will be accessible to the full extent required applicable rules, ordinances, regulations, and laws, including, but not limited to the Americans with Disabilities Act (ADA). Exhibitor consents to the inspection and approval of their display by a structural engineer, as required by NRECA, the expo facility, or any rule, ordinance, regulation, or law, and shall bear any and all costs associated with such inspection. Absolutely, nothing can be posted, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other properties of the expo facility. **11) SPACE MUST BE COVERED (by carpet or floor):** At the expense of the Exhibitor, NRECA's general contractor, will carpet booths not covered within (4) hours prior to opening of the show or show management will have carpet installed at the exhibitor's expense. **12) DISPLAYS IN SPACE:** Only fireproof materials may be used in Space. Exhibitor must have Certificate of Flame Retardancy. All display materials and equipment must be located within the booth and protected by any necessary safety guards and/or devices, to prevent personal injury. Vehicles with gasoline engines may be displayed only if the following conditions are met: Fire watch is required for all covered units over 300 ft. #1 all battery cables must be disconnected and taped to avoid potential sparks; #2 a locking gas cap must be installed or the tank must be adequately sealed by tape; #3 gas tanks must contain no more gasoline than is required to bring the vehicle into and out of the expo facility; #4 a drip pan must be placed under the vehicles drive train; #5 refueling is prohibited in the expo facility; #6 vehicles may not be moved during Expo hours; and, #7 in addition, to be in compliance with rules, ordinances, regulations, and laws, the vehicle must be in compliance with any applicable policies of the expo facility. **13) DAMAGES TO THE EXPO FACILITY:** Exhibitor is strictly liable for any and all damages caused to the expo facility, by Exhibitor, Exhibitor's personnel, or Exhibitor's subcontractors. **14) HELIUM FILLED BALLOONS AND GASES:** Helium filled balloons are not permitted in the expo facility. Additionally, the use of liquid petroleum and gases is strictly prohibited, and no helium or propane tanks full or empty are allowed in the expo facility. **15) FIREARMS:** Firearms are prohibited in the expo facility. The only exception is law enforcement officials. **16) NAME BADGES:** All Exhibitor personnel is required to obtain a name badge. Pre-registration information may be found in the Manual. On-site registration will be available. Exhibitors shall receive two (2) name badges for every one hundred (100) square feet of Space contracted and paid for. Additional, name badges may be purchased from NRECA for one hundred (\$100) dollars. Exhibitor name badges grant Exhibitor and Exhibitor's personnel access to the Exhibit Floor; access to the TechAdvantage conference sessions (except pre-conference workshops), may be purchased at any additional cost to Exhibitor or Exhibitor's personnel. Notwithstanding the foregoing, NRECA may limit the number of Exhibitor's personnel who may register. No one under the age of 18 shall be allowed on the Exhibit Floor, during move in or move out. **17) MOVE IN AND MOVE OUT GUIDELINES AND TIMES:** Exhibitor and Exhibitor's personnel must have appropriate work order and official service badges to be on the Exhibit Floor during move in and move out times. If Exhibitor is using a company other than NRECA's general contractor, Exhibitor must advise them to check-in at the Exhibitor Service Center upon their arrival. Copies of all job orders and insurance forms must be presented at that time for Management's review and files, to qualify for access to the Exhibit Floor. Upon verification, official service badges allowing access to the expo facility, during service hours only, will be issued. Move in and move out times are contingent upon Space location. Exhibitor may contact NRECA for specific move in and move out time. If additional move in or out time is needed, NRECA will do its best to accommodate such request, but cannot guarantee such request will be honored. All deliveries and maintenance work must be completed prior to the Expo opening each day. The staff at exhibitor registration must clear admission for all outside maintenance, service, and/or delivery personnel. **18) REMOVAL OF DISPLAY OR ITEMS:** Exhibitor may not remove any display materials, merchandise, or miscellaneous materials from the Exhibit Floor during Expo hours, without the prior consent of NRECA. **19) STORAGE OF ALL EMPTY PACKING CONTAINERS:** For convenience, there will be blank "EMPTY" stickers provided at the Exhibitor Service Center. NRECA shall not provide any locked storage facilities. Exhibitor assumes all risk with respect to any materials, merchandise, or the like, in their Space, at all times. **20) EXHIBITOR'S DISPLAY:** Exhibitor's Space must be fully staffed and operational during the entire Expo dates and times. Additionally, Exhibitor is strictly prohibited from dismantling or packing up their display or other materials in their Space, in preparation for removal, prior to the official closing time of the Expo. **21) EXHIBITOR SHALL NOT BE PERMITTED TO SELL, SHARE OR LEASE EXHIBIT ATTENDEE LISTS WITH ANY THIRD PARTIES WHATSOEVER:** Any and all sales, involving the exchange of currency, credit cards, checks, money orders, or bartering of goods is strictly prohibited on the Exhibit Floor. Expo attendees may only place orders for merchandise for future delivery and invoicing to attendees' place of business or home. **22) UNION LABOR AND OTHER CONTRACTS:** Exhibitor shall acknowledge and comply with all contracts in effect between the TechAdvantage show service contractors and the expo facility. **23) ALL EXHIBITOR DISPLAYS OR MATERIALS LEFT IN THE BOOTHS AFTER THE EXPO WITHOUT INSTRUCTIONS WILL BE PACKED AND SHIPPED OR DISCARDED AT THE SOLE DISCRETION OF NRECA AND ALL CHARGES WILL BE AT THE EXHIBITOR'S EXPENSE.** **24) GENERAL INDEMNITY:** Exhibitor agrees to indemnify, defend, and hold NRECA and Management's, officers, directors, agents, employees, and subcontractors; and, expo facility (each, an "Indemnitee") collectively, the "Indemnitees") harmless from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments (collectively "Claims"), including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to any act, error or omission, or misconduct of Exhibitor, its officers, directors, agents, employees, or subcontractors, during the performance of this Agreement, including, without limitation, Claims arising out of or relating to: (a) a violation of federal, state, local, international, or other laws, rules, ordinances, or regulations; (b) sexual discrimination or harassment based upon any protected characteristic; (c) bodily injury (including death) or damage to tangible personal or real property; or (d) breaches of any representations made under this Agreement; provided, however, that the foregoing indemnity shall not apply to the extent that the applicable Claim resulted from the acts or omissions of NRECA or Management's officers, directors, agents, subcontractors, or employees; or, expo facility. **25) EXHIBITOR AND EXHIBITOR'S SUBCONTRACTORS SHALL, AT THEIR SOLE COST AND EXPENSE, PROCURE AND MAINTAIN THROUGHOUT THE TERM OF THIS AGREEMENT, THE FOLLOWING INSURANCE:** #1 Commercial General Liability Insurance against claims for bodily injury or death and property damage, as well as personal injury occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and products liability coverage with combined single limits of not less than \$1,000,000 per claim per occurrence, with NRECA and their employees and agents, named as additional insureds. #2 Worker's Compensation and Occupational Disease Insurance in full compliance with all federal and state laws and covering all exhibitor's employees engaged in the performance of any work for exhibitor with limits not less than \$100,000 for each accident for bodily injury by accident, \$100,000 for each employee for bodily injury by disease, and \$500,000 policy limit for bodily injury by disease. #3 Coverage for both the Commercial General Liability and Worker's Compensation Insurance must be placed through an acceptable and licensed carrier in the State in which the Expo is being held. #4 Exhibitor shall obtain and furnish to NRECA by January 3, 2023, a Certificate of Insurance evidencing the required insurance. **26) NO ANIMALS:** No animals are allowed in the expo facility. Notwithstanding the foregoing, certified guide, signal, or service animals are permissible. **27) EXHIBITORS ARE NOT PERMITTED TO HOLD EVENTS OR INDIVIDUAL APPOINTMENTS WITH EXPO ATTENDEES THAT CONFLICT WITH EVENTS SCHEDULED BY NRECA.** **28) EVERY EFFORT IS MADE TO ENSURE THE ACCURACY OF EXHIBITOR LISTINGS.** The Exhibitor agrees to hold NRECA harmless for any errors or omissions in directory information. **29) PHOTOGRAPHS AND ELECTRONIC RECORDINGS:** Exhibitor may photograph and/or create audio and/or video recordings of their own booth(s) only. Exhibitor is prohibited from taking photographs, audio, or video recordings of any other part of the Expo, attendees, or other NRECA events without NRECA's prior written approval. **30) ADVERTISING AND PUBLICITY:** Exhibitor shall not use the name or any trademarks or refer to NRECA/TechAdvantage directly or indirectly in any advertisement, news release, or professional or trade publication without prior written consent from NRECA. NRECA will have the nonexclusive right to use the name of Exhibitor and logo in both print and any form of advertising media in connection with the promotion and publicity of the TechAdvantage event. **31) NO GUARANTEE OF RESULTS:** NRECA does not warrant or guarantee any particular results of the Expo, nor does it guarantee a particular number of attendees or exhibitors. **32) COMPLIANCE WITH LAWS; POLICIES AND PROCEDURES:** Exhibitor shall be in compliance with all applicable federal, state, and local laws, rules executive orders, ordinances, regulations issued, as applicable, including, but not limited to health, fire prevention, and public safety. The Exhibitor agrees to assume full responsibility for complying with federal copyright laws and any regulations issued thereunder, and under the laws of unfair competition. Additionally, Exhibitor shall comply with all NRECA and expo facility policies and procedures, as applicable. **33) SHOULD A CONFLICT ARISE BETWEEN THE PARTIES RESULTING IN LITIGATION, THIS CONTRACT SHALL BE CONSTRUED PURSUANT TO THE LAWS OF THE COMMONWEALTH OF VIRGINIA, AND THAT THE FORUM FOR ANY LEGAL PROCESS OR PROCEEDING SHALL BE IN VIRGINIA.** **34) NO WAIVER:** The failure of NRECA at any time to require performance of Exhibitor of any term or condition of this Agreement shall in no way affect NRECA's rights to enforce such term or condition in the future, nor shall the waiver by NRECA of any breach of any term or condition herein be taken or held to be a waiver of any further breach of the same term or condition. **35) AMENDMENTS:** Upon notice, NRECA may amend this Agreement. **36) SEVERABILITY:** If any provision or portion of this Agreement shall, to any extent, be held by a court of competent jurisdiction to be overbroad, excessive, or unenforceable in any

EXHIBITOR SCHEDULE

**schedule is subject to change

Sunday, March 3, 2024	
7:00 am – 6:00 pm	Registration Open
8:00 am – 7:00 pm	Exhibitor Move-In
Monday, March 4, 2024	
7:00 am – 7:00 pm	Registration Open
8:00 am – 12:00 pm	Exhibitor Move-In
4:45 pm – 7:00 pm	TechAdvantage Expo Open - Grand Opening Reception (exhibit hall)
Tuesday, March 5, 2024	
7:00 am – 5:00 pm	Registration Open
11:00 am – 5:00 pm	TechAdvantage Expo Open Lunch in the Expo Hall from 11:30 -1:00 pm
Wednesday, March 6, 2024	
7:00 am – 1:00 pm	Registration Open
10:30 am – 1:00 pm	TechAdvantage Expo Open- Lunch in the Expo Hall
1:01 pm – 7:00 pm	Exhibitor Move-Out
Thursday, March 7, 2024	
8:00 am – 12:00 pm	Exhibitor Move-Out (continued)

[View the Technical Conference schedule](#)

Key Contacts & Official Service Contractors

Conference and Exposition Sponsor National Rural Electric Cooperative Association (NRECA) 4301 Wilson Boulevard Arlington, VA 22203-1860 Von McMeekin, 703-907-5576 von.mcmeekin@nreca.coop	Official Service Contractor (Carpet, Furniture, Labor, Material Handling) Shepard Exposition Services 1531 Carroll Drive NW Atlanta, GA 30318 404-720-8600 orders@shepardes.com
Exposition Management Novack Management, Inc. 164-24 97th Street Howard Beach, NY 11414 Mary Novack, 718-578-4658 mary_n@novackmanagement.com	Rigging All hanging signs over 250 lbs. or requiring motors or lights must be ordered through <u>Encore</u> . For hanging signs under 250 lbs., please see Shepard order form in Section 5 of this manual.
Electrical & Plumbing Edlen Electrical Exhibition Services 5811 La Colonia San Antonio, TX 78218 210.662.9450, sanantonio@edlen.com www.edlen.combing	Florist 1813 Golf Club Road Old Hickory, TN 37138 P:615-876-3695 F: 615-876-9378 leigh@conventionflorist.com www.conventionflorist.com
Audio Visual & Computer Rentals Video West, Inc. 1050 N. 52nd Street Phoenix, AZ 85008 480-222-3180 expos+nreca@videowestinc.com	Business Center The UPS Store (Convention Center Lobby, Street Level) Email: store4180@theupsstore.com Phone: 210-258-8950 Fax: 210-258-8951 Website: http://www.theupsstorelocal.com/4180/

Exhibitors are not obligated to utilize the services of the official contractors except for the following:

Electrical, compressed air, water & gas, telecommunications, internet, cable/satellite connections, food & beverage, rigging.

Shepard Exposition Services exclusives: Material Handling, Union Labor, Booth Cleaning

If you plan to utilize the services of a non-official contractor for installation and dismantling, or for other services (other than those designated as exclusive of official service contractors), you must complete and return the *Exhibitor Appointed Contractor Form* which may be found in Section 5 of this manual, and also include the necessary insurance certificates.

- Knowing many exhibitors will be going from Distributech to other industry events, we are pleased to offer you special caravan rates to make getting freight to your next show easier.
- Charges will be based on the weight of your shipment. Each shipment is billed individually. All shipments are subject to reweigh.

Go to www.theexpogroup.com for fast, easy ordering.

☐

TechAdvantage 2024 Expo (Freight delivered direct to show-site)

Labels: _____

March 3-6, 2024, Henry B. Gonzalez Convention Center

Company Name _____

Booth Number _____

Henry B Gonzalez Convention Center

Halls 2 & 3

900 E. Market Street

San Antonio, TX 78205

OUTBOUND FREIGHT CARAVAN SHIPPING

Item	# of Lbs.	Price	Total
0 - 999 Lbs.	@	\$ 1.46 / pound =	_____
1,000 - 1,999 Lbs.	@	\$ 1.19 / pound =	_____
2,000 - 2,499 Lbs.	@	\$ 0.88 / pound =	_____
2,500 - 2,999 Lbs.	@	\$ 0.77 / pound =	_____
3,000 - 3,500 Lbs.	@	\$ 0.65 / pound =	_____

Minimum charge of \$250.00 per shipment. All fuel surcharges are already included in these rates.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | exhibitorservice@theexpogroup.com | theexpogroup.com

Advance Exhibit Space Selection for the 2025 TechAdvantage Expo

The 2025 TechAdvantage Expo will take place March 10-12, 2025, in Atlanta, Georgia.

To ensure that all 2024 Expo exhibitors have first opportunity to reserve exhibit space for the 2025 expo, we will conduct advance online exhibit space selection during the weeks of February 5th and 12th.

Each 2024 Expo exhibiting company will be assigned a date and time to go online and reserve their 2025 exhibit space.

Date and time assignments are based on the number of priority points accumulated through:

- 2024 booth size
- 2024 sponsorship
- NRECA membership level
- Advertising in the RE Magazine February 2024 issue
- Advertising in the 2024 TechAdvantage onsite printed Show Guide

All 2024 exhibitors will receive an email in January with their space selection date, time, and priority points.

To learn how priority points are calculated please see the following pages.

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To learn how priority points are calculated please see the following pages.

Guidelines for TechAdvantage Expo Space Selection

TechAdvantage Priority Points

TechAdvantage Priority Points are the participation and loyalty reward system for TechAdvantage Expo® Exhibitors and Sponsors. Accumulated Points dictate position in Space Selection order for the following year. Points **will not** be accumulated and/or carried over from year to year. At the end of the space selection process all points will be reset for the next year calculations.

Exhibitors earn Priority Points in four ways:

- 1. By exhibiting at the TechAdvantage Expo
- 2. By type and membership level of the National Rural Electric Cooperative Association (NRECA)
- 3. By sponsoring at the NRECA Annual Meeting and TechAdvantage Conference & Expo
- 4. By becoming an Advertiser in the TechAdvantage Expo on-site guide or RE Magazine

How Priority Points are credited for the purchase of Exhibit Space

Each Exhibitor is credited with ten (10) TechAdvantage Priority Points if they participated as an exhibitor at the TechAdvantage Expo. In addition, exhibitors will be credited one point for each 100 square feet of exhibit space at the current year TechAdvantage Expo

Exhibit at TechAdvantage	10 Priority Points
Earn Added points <i>(example)</i>	10 Priority Points over 100 Sq. Ft.
200 NSF	20 points
400 NSF	40 points
900 NSF	90 points
1600 NSF	160 points

NRECA Membership earns Priority Points

NRECA Voting Members (Cooperatives and Service Members) will be credited one hundred (100) Priority Points.

NRECA Affiliate Members will be credited the eighty (80) Priority Points.

NRECA Associate Members will receive priority points based on level of associate membership.

Exhibitors must be Associate NRECA members prior to the opening of the current year TechAdvantage Expo.

Membership Chart:

Membership Level	Priority Points
Associate Member – Silver	20 point
Associate Member – Gold	40 points
Associate Member – Platinum	60 points
Affiliate Member	80 points
Voting Member <i>(cooperative or service company)</i>	100 points

My company is represented in several member categories, how are the Priority Points calculated?

Priority Points will be awarded to the company's highest membership level. *(company X is a Voting Member and Gold Associate, company X is will be awarded 100 points)*

How are Priority Points accumulated for Sponsorship Packages?

Priority Points will be awarded to current exhibitors for sponsorship dollars for the current year NRECA Annual Meeting and TechAdvantage Conference & Expo based on the following scale:

Amount Spent	Priority Points
Up to \$10,000	10 points
\$10,000 – \$24,999	40 points
\$25,000 – \$49,999	60 points
\$50,000 – \$69,999	100 points
\$75,000 and above	150 points

How can I earn Priority Points by advertising at TechAdvantage?

Priority Points will be awarded to companies who purchase ad space in the TechAdvantage On-site Guide or the February issues of RE Magazine. 20 Priority Points are earned for ad space purchased. (A total of 40 points can be earned)

Ads Space Purchased	Priority Points
TechAdvantage On-site Guide	20 point
RE Magazine (February Issue Only)	20 points

Will the Priority Points be accumulated beyond the exhibiting year?

Priority Points will be calculated on the current year's TechAdvantage Expo only. At the end of the space selection process all points will be reset for the next year. Points will not be carried over from year to year.

What if I believe my company's Priority Point total is incorrect?

TechAdvantage Expo Priority Points are calculated with great care and we believe that they accurately reflect the status of each TechAdvantage Expo exhibitor. However, if you believe your company's Priority Point total is incorrect, contact the TechAdvantage Expo Team ([Von McMeekin](#) or [Mary Novack](#)) via email prior to space selection for the next year.

Challenges to your Priority Point total must be addressed prior to the time of your company's space selection.

Priority Points are neither property nor a license and are non-transferrable. It cannot be sold or reassigned by an Exhibitor. The Priority Point system is subject to cancellation, change or modification by TechAdvantage Expo at any time without prior notice.

Examples for 2025 space selection:

An NRECA voting member that exhibited (20'x20') in 2023 and had an ad in RE Magazine receives 170 points:

- 10 for exhibiting
- 40 added NSF points
- 100 for voting membership
- 20 for ad in February issue of RE Magazine

An NRECA Platinum Associate member that exhibited (30'x30') in 2024 and _____ spent \$42,000 in sponsorships in 2024 receives 260 points:

- 10 for exhibiting
 - 90 added NSF points
 - 60 for Platinum Associate membership
 - 100 for sponsorship dollars spent
-



2024 NRECA
PowerXchange
& TechAdvantage

Expo: March 4-6, 2024
Henry B. Gonzalez
Convention Center San
Antonio, Texas

PARKING

Visit the [Henry B. Gonzalez convention center](#) website for parking maps and rates.



EXHIBITOR BADGES

Registering your booth staff for badges must be done through the *Exhibitor Housing and Registration* portal.

Each exhibiting company receives 2 free *Exhibitor Full Conference* badges per 100 sq ft of exhibit space. The *Exhibitor Full Conference* badge will grant admission to the TechAdvantage Expo and Conference. If you require a number of badges over your free allotment, you can purchase additional badges.

There are two types of badges available for purchase:

Exhibitor Full Conference: \$650.00 each (access to expo hall during setup hours and expo hours, AND TechAdvantage conference access)

Exhibitor Booth Personnel: \$175.00 each (access to expo hall during setup hours and expo hours, NO conference access)

Log In Instructions

1. Go to <https://registration.experientevent.com/ShowTCH241/Flow/EXH#!/registrant//ExhibitingCompanySearch/>
2. Enter the first few letters of your company name and click SEARCH.
3. Click on your company name in the list of found companies.
4. Enter your *password: _____ and click NEXT
5. Click the "MANAGE GROUP" button.

***If you do not know your password please use the "Forgot your password?" function in the portal.**



Hotel Reservations

To reserve a hotel room at the discounted TechAdvantage room rate, please see instructions below for logging into the *Exhibitor Housing and Registration* portal.

Individuals must be registered for a badge in order to make hotel reservations.

Log In Instructions

1. Go to <https://registration.experientevent.com/ShowTCH241/Flow/EXH#!/registrant//ExhibitingCompanySearch/>
2. Enter the first few letters of your company name and click SEARCH.
3. Click on your company name in the list of found companies.
4. Enter your *password: _____ and click NEXT
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ACCESS.
ENGAGEMENT.
RESULTS.

2024 Media Kit

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ENGAGE WITH ELECTRIC COOPERATIVES,

and you'll understand the true meaning of partnership. Electric cooperatives are local, member-owned energy and technology providers whose paramount mission is to enrich their communities with safe, reliable, affordable power. They embrace their role as stewards of our nation's critical infrastructure, investing billions of dollars annually to maintain and improve the equipment that serves 42 million consumer-members nationwide. Cooperatives are some of the most innovative, thoughtful and forward-looking leaders in the energy sector, and right now, they're managing unprecedented change as the electric industry is in the midst of a technological revolution. Cooperatives are also working together in consortiums to secure billions of dollars in new federal infrastructure funding, a years-long initiative that will have a profound impact on how co-ops maintain and modernization their grids.

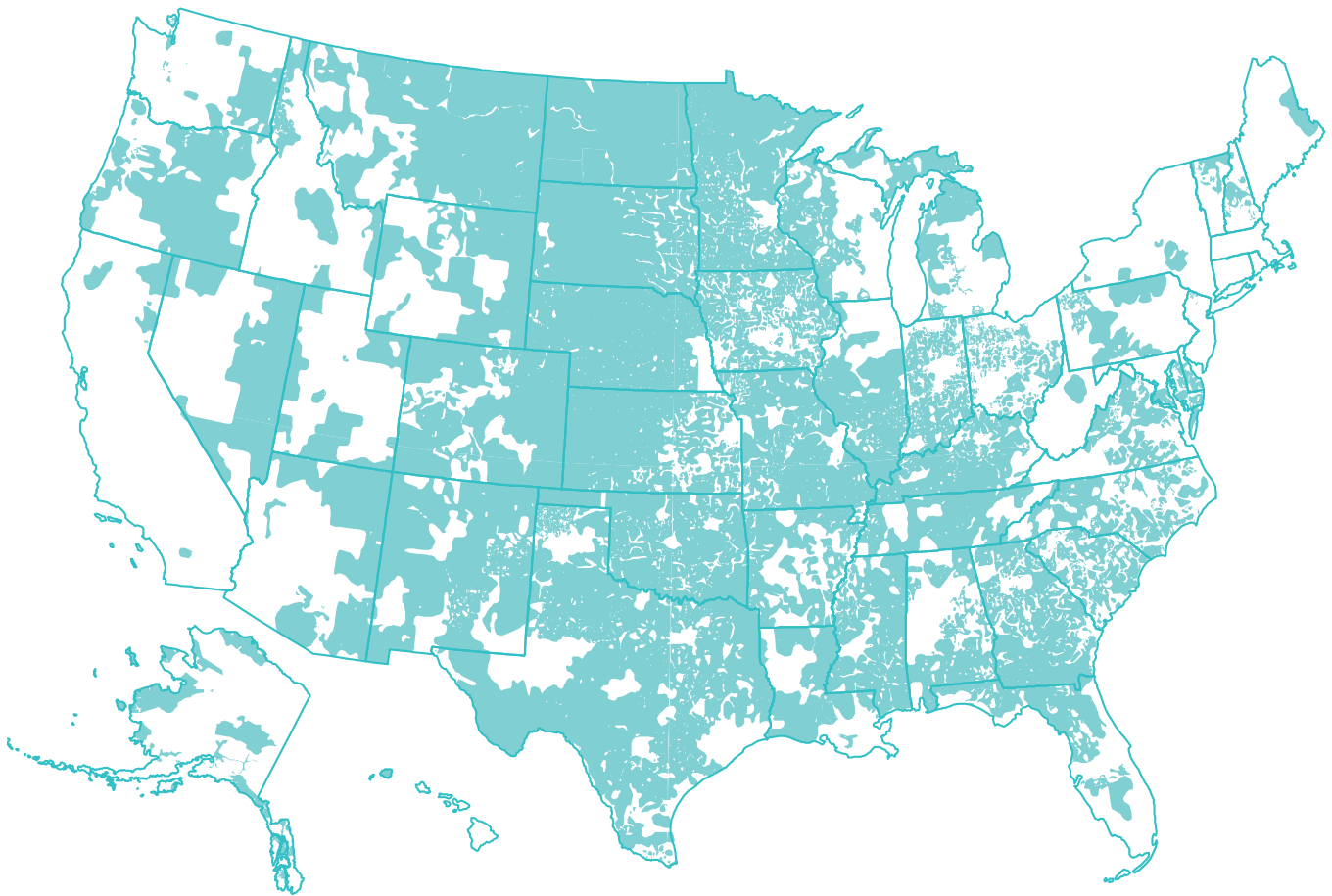
NRECA reaches virtually every electric cooperative in America. By associating your brand with this trusted source of education, information and advocacy, you will become a partner in the co-op journey and have the opportunity to champion their future success.

831 distribution and

63 generation & transmission cooperatives...

... **power**

56% of the nation's
landmass.



Own and maintain 42% (2.7 million miles)
of U.S. electric distribution lines that serve our communities.

Serve 42 million people across **2,600+** counties.

Power over 21.5 million businesses, homes, schools and farms in 48 states.

Cooperatives are

HUBS OF INNOVATION



Broadband

More than 250 co-ops are developing or planning to deploy broadband services.



Smart Meters

81% penetration rate of AMI meters, compared to 67% for the rest of the industry.



Energy Storage

Co-ops have developed more than 75 energy storage projects.



Carbon Capture

Co-ops are leading or partnering in several carbon capture research projects.

Source: NRECA, April 2023



GET A MARKET EXPERT BEHIND YOUR EFFORTS.

Our National Account Management team is the best resource to connect you with the co-op market. With more than 50 years of combined experience in the electric cooperative industry, our team can guide you to opportunities that will maximize your investment and get the results you need.

ASSOCIATE MEMBERSHIP

NRECA Associate Membership allows your company to become part of the cooperative network. By joining NRECA as an Associate Member, you are demonstrating your commitment to America's electric cooperatives and providing your company the best opportunity for visibility and engagement with them and NRECA.

NRECA Associate Member Benefits				
BENEFITS	PLATINUM (\$16,500/Year)	GOLD (\$9,500/Year)	SILVER (\$2,500/Year)	
One complimentary attendee registration at NRECA's CEO Close-Up Conference	X			
Access to preferred housing reservations at the TechAdvantage® Conference & Expo.	X			
Discounts on <i>RE Magazine</i> print advertising (50% discount — maximum annual discount of \$8,500 for Platinum members and \$5,500 for Gold members)	X	X		
Discounts on TechAdvantage® Exhibit Space (50% discount — maximum annual discount of \$5,000 for Platinum members and \$2,500 for Gold members)	X	X		
VIP Lounge access at TechAdvantage®	X	X		
Access to cooperative employee contact information including email addresses (Limit of 4,000 contacts per quarter)	X	X		
Access to cooperative employee contact information for direct mail purposes (Limit of 4,000 contacts per quarter)	X	X	X	
Invitation to most NRECA events and webinars with a discounted member registration rate	X	X	X	
Complimentary subscription to <i>RE Magazine</i>	X	X	X	
Access to exclusive, online Associate Member Resource page, including co-op market demographic information.	X	X	X	
Priority booth space selection for the TechAdvantage® Expo	X	X	X	
Opportunities to submit editorial content to <i>RE Magazine</i>	X	X	X	
Listing in the print and digital edition of <i>RE Magazine's</i> Cooperative Buyer's Guide	X	X	X	
Listing in NRECA's Annual Membership Directory	X	X	X	
NRECA Associate Member logo for use in print and digital advertising	X	X	X	
NRECA's social media accounts will follow your company on X (formerly known as Twitter).	X	X	X	

Visit electric.coop/associate-membership for more details.

AUGUST 2023 *RE* MAGAZINE



Closing Thoughts
Tony Anderson discusses
"trust equity." p. 60

Forum
Co-op experts on
vegetation management. p. 12

Infographic
What is IDR? p. 7

AUGUST 2023
AN NRECA PUBLICATION

RE
RURAL ELECTRIC MAGAZINE

CO-OP MIDDLE MILE

New collaborations to strengthen broadband networks

MEDIA PLATFORMS AND AUDIENCE

Drive engagement with electric cooperative decision-makers by advertising in NRECA’s publications. As a trusted authority among America’s electric cooperatives, we deliver business insights and highly relevant content to co-op CEOs, CFOs, CIOs, engineering, operations and IT professionals.



Unrivaled Reach.
Leadership Audience.
Powerful Platforms.

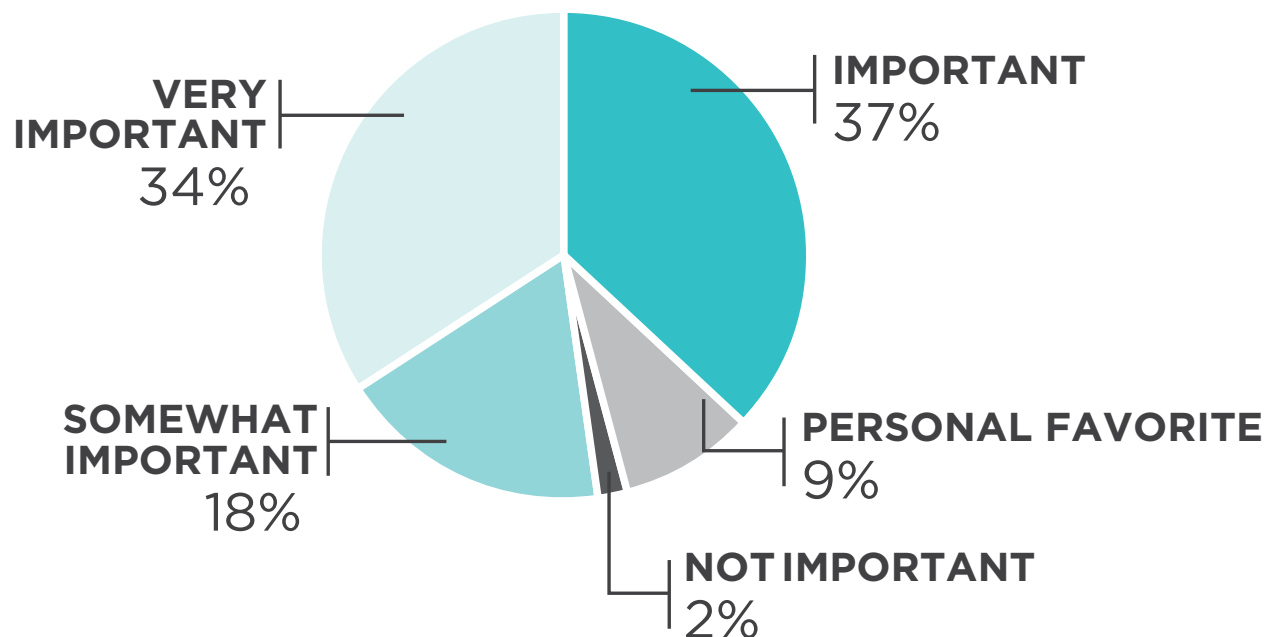
RE MAGAZINE — PRINT ADVERTISING

Since 1942, *RE* has been the publication of choice for electric cooperative decision-makers who want to stay ahead of industry challenges, developments and trends.

Subscriber Behavior	Readership Breakdown	Reach
86% of CEOs read most issues ¹	93% Distribution Cooperatives, Public Power Districts and Public Utility Districts ²	19,535 Average Qualified, Paid Subscribers ²
76% of subscribers read most issues ¹	6% Generation and Transmission Cooperatives ²	41,023 Pass-Along Readership ³
52% participate in purchasing action ³	1% Statewide Organizations ²	¹ NRECA Market Research Services, 2016 ² BPA Brand Report, June 2022 ³ Baxter Research Center study, March 2023 Readership based on mean pass-along rate (1.1)

RE Magazine vs. other trade publications

When asked, “How important is *RE Magazine* among the professional publications you read,” respondents replied:



Source: Baxter Research Study, March 2023

Breakout of Circulation by Job Function

JOB FUNCTION	NUMBER OF SUBSCRIBERS
Member-Elected Board of Directors	6,822
Engineering & Operations	5,976
Finance	1,286
Consumer-Member Services	1,192
GM/CEO	1,024
Legal	701
Administrative Management	559
IT	529
Communications	472
HR	327
Purchasing	315
Marketing	196

Source: BPA statement, June 2022

RE Magazine Influence and Action

After seeing an ad in *RE Magazine*, respondents reported one or more of the following:

** Preliminary buying behaviors include saving the ad, discussing advertised product or service with colleagues, visiting advertiser's website or contacting a salesperson.*

*** Active buying behaviors include requesting a sample, considering a purchase, recommending or purchasing the advertised product or service.*

ASSOCIATED ADS WITH RESPECTIVE BRANDS

87%

LIKED ONE OR MORE ADS

91%

HAVE IMPROVED OPINION

72%

BECAME NEWLY AWARE OF A PRODUCT/SERVICE

72%

ENGAGED IN A PRELIMINARY BUYING BEHAVIOR*

42%

ENGAGED IN AN ACTIVE BUYING BEHAVIOR**

32%

Source: Baxter Research Study, March 2023

RE has been invaluable over the years as a trusted resource for industry trends, best practices, products and technology, HR issues, legislative information, workforce development and a variety of other topics.

— CEO/General Manager

** Quote from RE Magazine's quarterly ad study, conducted by Baxter Research Center.*

RE MAGAZINE 2024 EDITORIAL CALENDAR

DRAFT-SUBJECT TO CHANGE

ISSUE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
	CEO Close-Up Conference	TechAdvantage Experience	Free Ad Study		Buyer's Guide	Free Ad Study
RESERVATION DEADLINE	11/21/23	01/02/24	01/25/24	02/22/24	03/28/24	04/25/24
AD MATERIAL DEADLINE	11/29/23	01/05/24	02/01/24	03/04/24	04/05/24	05/02/24
FEATURE ARTICLES	Cover: EPA Power Plant Plan-Potential Impacts Feature: Economic Impact of Co-ops Tech: - Cost of Service Studies - Load-shedding tabletops—Sawnee EMC - Hiring broadband staff	Cover: YLC Spokespeople—where are they now? Feature: - Supply Chain Update Tech: - Grid modernization plans - “Edge Applications”; Next’gen AMI/edge computing - Intelligence connectivity/Distribution intelligence	Cover: International—Zambia. Feature: Drone Update Tech: - Plasma drilling for undergrounding - Underground line sensors - Pole testing advances	Cover: Safety—Risk Management Committees Feature: Staffing line crews - challenges and success stories Tech: - FR clothing advancements - Onboarding visiting crews—systems and technologies - Accident investigation technologies	Cover: Virtual Power Plants Feature: Microreactors Update Tech: - V2G and EV school buses - Power factor balancing - Low-voltage management	Cover: Electric Vehicles Features: Impact of electrification on co-ops Tech: - Lidar, Satellite and IVM - Hiring an arborist - Bird conservation technology
TECH INSIGHTS Highlights how manufacturers help electric cooperatives solve challenges	Co-op Case Study Submissions Due: 09/01/23	Co-op Case Study Submissions Due: 10/01/23	Co-op Case Study Submissions Due: 11/01/23	Co-op Case Study Submissions Due: 12/01/23	Co-op Case Study Submissions Due: 01/02/24	Co-op Case Study Submissions Due: 02/01/24
NEW PRODUCTS New/enhanced products and services from trusted vendors	Product or Service Releases Due: 11/01/23	Product or Service Releases Due: 12/01/23	Product or Service Releases Due: 01/02/24	Product or Service Releases Due: 02/01/24	Product or Service Releases Due: 03/01/24	Product or Service Releases Due: 04/01/24
INFOGRAPHIC	Co-ops’ Economic Impact	Grid Modernization Planning	Drones—Latest capabilities	Lineworker Training Process	How Does V2G Work?	AI Use at Co-ops
SPECIAL SUPPLEMENTS		Special Feature: NRECA PowerXchange (formerly NRECA Annual Meeting) and TechAdvantage® Experience “The Official” Preview Guide w/ Exhibitor List	Value-Added Service for Advertisers: Complimentary Display Advertising Readership Study by Baxter Research	Special Supplement: Commitment to Zero Contacts educational supplement and safety products showcase	2024 RE Magazine BUYER'S GUIDE: The Purchasing Source For Electric Cooperatives! <i>View Online</i> <i>Buyer's Guide: rebuyersguide.nreca.coop/</i>	Value-Added Service for Advertisers: Complimentary Display Advertising Readership Study by Baxter Research
ADDITIONAL DISTRIBUTION <i>Event dates subject to change</i>	NRECA CEO Close-up Conference Jan 7-9, 2024 Phoenix, AZ NEXT Conference Jan 29-31, 2024 Indian Wells, CA	DistribuTECH International Feb 27-29, 2024 Orlando, FL NRECA PowerXchange Mar 1-6, 2024 San Antonio, TX The Expo at PowerXchange and TechAdvantage® Mar 3-6, 2024 San Antonio, TX techadvantage.org		NRECA Safety Leadership Summit April 7-9, 2024 Kansas City, MO IEEE Rural Electric Power Confer & Expo Apr 23-25, 2024 Tulsa, OK	IEEE PES T&D Confer & Expo May 6-9, 2024 Anaheim, CA 2024 Connect Conference May 7-9, 2024 Baltimore, MD UTC Telecom & Technology 2024 May 20-24, 2024 Mobile, AL	FiberConnect July 28-31, 2024 Nashville, TN NRECA Co-Op CyberTech Conference Dates/Location TBD
ESTIMATED MAIL DATE	12/28/23	02/02/24	03/01/24	03/29/24	05/03/24	05/31/24

ISSUE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
	Membership Directory		Co-op Budget Planning Time	Co-op Budget Planning Time	Co-op Budget Planning Time	Co-op Budget Planning Time
RESERVATION DEADLINE	05/23/24	06/27/24	07/25/24	08/23/24	09/26/24	10/24/24
AD MATERIAL DEADLINE	05/31/24	07/03/24	08/01/24	08/29/24	10/03/24	11/01/24
FEATURE ARTICLES	Cover: Saying goodbye—Co-op CEO retirements Feature: Co-ops Vote-Election 2024 Tech: - AI Voice Scams - EVs and load growth planning - Using EV telematics	Cover: Jo-Carroll—profile of broadband's impact Feature: Co-ops helping small munis do broadband Tech: - Combining broadband make-ready and storm hardening - Underwater fiber deployments - Broadband builds in harsh environments	Cover: Road Warriors: PIRC, CFC, Federated, NISC, Meridian Cooperative Feature: Emerging careers at co-ops Tech: - Writing a "risk policy" - Holistic security - Hardening substations for seismic activity	Cover: Co-ops and AI Feature: Cybersecurity Tech: - Cyber goals program - RC3 Update - Rappahannock's BrillIT	Cover: Infrastructure, direct pay, etc.—what co-ops have done so far. Feature: DoD sustainable power initiatives Tech: - Co-ops and "rip and replace" rules for unsecure equipment. - Managing pole attachment requests - FERC 2222	Cover: Tech Trends Feature: N/A Tech: - Innovations in warehouse design - Substation fencing upgrades - Smart Area Lighting—Suwanee Valley
TECH INSIGHTS Highlights how manufacturers help electric cooperatives solve challenges	Co-op Case Study Submissions Due: 03/01/24	Co-op Case Study Submissions Due: 04/01/24	Co-op Case Study Submissions Due: 05/01/24	Co-op Case Study Submissions Due: 06/01/24	Co-op Case Study Submissions Due: 07/01/24	Co-op Case Study Submissions Due: 08/01/24
NEW PRODUCTS New/enhanced products and services from trusted vendors	Product or Service Releases Due: 05/01/24	Product or Service Releases Due: 06/01/24	Product or Service Releases Due: 07/01/24	Product or Service Releases Due: 08/01/24	Product or Service Releases Due: 09/01/24	Product or Service Releases Due: 10/01/24
INFOGRAPHIC	How does FR clothing work?	How broadband impacts a community	Holistic co-op security	How does NRECA TAC work?	EV telematics	Smart area lighting
SPECIAL SUPPLEMENTS	2024 MEMBERSHIP DIRECTORY of Electric Cooperatives and Affiliated Organizations (Cooperative Members, Associate Members & Affiliate Members)	Special Supplement: Co-op Broadband Case Studies Insert	Value-Added Service for Advertisers: Complimentary Display Advertising Readership Study by Baxter Research		Special Supplement: Infrastructure projects/lessons learned	Value-Added Service for Advertisers: Complimentary Display Advertising Readership Study by Baxter Research
ADDITIONAL DISTRIBUTION <i>Event dates subject to change</i>	NRECA TFACC July 28-31, 2024 Orlando, FL		NRECA Region Meetings 1 & 4 Sep 4-6, 2024 Grand Rapids, MI NRECA Region Meetings 5 & 6 Sep 16-18, 2024 Minneapolis, MN NRECA Region Meetings 7 & 9 Sep 24-26, 2024 Sacramento, CA	NRECA Region Meetings 2 & 3 Dates/Location TBD NRECA Region Meetings 8 & 10 Dates/Location TBD	NRECA Broadband Leadership Summit Dates/Location TBD	
ESTIMATED MAIL DATE	06/27/24	08/02/24	08/29/24	09/27/24	11/01/24	11/29/24

RE MAGAZINE PRINT ADVERTISING



RATES

PAGE LAYOUT

(See diagram above)

	1 X FREQUENCY RATE			6 X FREQUENCY RATE			12 X FREQUENCY RATE		
	4/Color	2/Color	B/W	4/Color	2/Color	B/W	4/Color	2/Color	B/W
A Two-Page Spread Bleed	\$11,890	\$10,090	\$8,490	\$11,330	\$9,530	\$7,930	\$10,960	\$9,160	\$7,560
B Two-Page Spread Non-Bleed	\$11,890	\$10,090	\$8,490	\$11,330	\$9,530	\$7,930	\$10,960	\$9,160	\$7,560
C Full-Page Bleed	\$5,945	\$5,045	\$4,245	\$5,665	\$4,765	\$3,965	\$5,480	\$4,580	\$3,780
D Full-Page Non-Bleed	\$5,945	\$5,045	\$4,245	\$5,665	\$4,765	\$3,965	\$5,480	\$4,580	\$3,780
E Two-Thirds Page	\$5,075	\$4,175	\$3,375	\$4,895	\$3,995	\$3,195	\$4,725	\$3,825	\$3,025
F One-Half Page Horizontal	\$4,355	\$3,455	\$2,655	\$4,225	\$3,325	\$2,525	\$4,095	\$3,195	\$2,395
G One-Half Page Island	\$4,355	\$3,455	\$2,655	\$4,225	\$3,325	\$2,525	\$4,095	\$3,195	\$2,395
H One-Third Page Vertical	\$3,640	\$2,740	\$1,940	\$3,580	\$2,680	\$1,880	\$3,450	\$2,550	\$1,750
I One-Third Page Square	\$3,640	\$2,740	\$1,940	\$3,580	\$2,680	\$1,880	\$3,450	\$2,550	\$1,750
J One-Quarter Page	\$3,385	\$2,485	\$1,685	\$3,270	\$2,370	\$1,570	\$3,225	\$2,325	\$1,525
K One-Sixth Page	\$2,730	\$1,830	\$1,030	\$2,665	\$1,765	\$965	\$2,630	\$1,730	\$930
C2 Cover 2	\$7,065	\$6,165	\$5,365	\$6,825	\$5,925	\$5,125	\$6,555	\$5,655	\$4,855
C3 Cover 3	\$7,015	\$6,115	\$5,315	\$6,755	\$5,855	\$5,055	\$6,500	\$5,600	\$4,800
C4 Cover 4	\$7,870	\$6,970	\$6,170	\$7,610	\$6,710	\$5,910	\$7,325	\$6,425	\$5,625
C5 Gatefold Cover	\$21,205	\$20,305	\$19,505	\$20,060	\$19,160	\$18,360	\$18,915	\$18,015	\$17,215

SPECIAL ANNUAL ISSUES:

FEBRUARY:

Official TechAdvantage® preview guide with exhibitor listings

MAY:

RE Magazine Buyer's Guide issue — The purchasing source for electric cooperatives

JULY:

Membership Directory of Electric Cooperatives and Affiliated Organizations

AUGUST:

Co-op Broadband Case Studies Insert

QUARTERLY AD STUDY

MARCH, JUNE, SEPTEMBER AND DECEMBER

Complimentary display advertising readership study conducted by Baxter Research. Companies who advertise in these issues receive a free ad study report with metrics on the effectiveness of their ad campaign with RE Magazine subscribers. Reports include direct audience feedback with comments on each ad studied. A sample study can be found here: electric.coop/advertisingperks.

ENHANCED DIGITAL PRESENCE

RE Magazine print editions, including print ads, are converted to digital PDF magazines and archived each month on cooperative.com/remagazine.

SPECS (updated 6/23/22)

	DISPLAY ADVERTISING INTERIOR PAGE POSITION	TRIM SIZE	LIVE AREA
A	Two-Page Spread w/Bleed*	16.125 x 10.875	15.875 x 10.625
B	Two-Page Spread Non-Bleed	16.25 x 10.875	15 x 10
C	Full-Page w/Bleed	8.125 x 10.875	7.875 x 10.625
D	Full-Page Non-Bleed	8.125 x 10.875	7 x 10
E	Two-Thirds Page	4.375 x 9.375	
F	One-Half Page Horizontal	7.125 x 4.875	
G	One-Half Page Island	4.625 x 7.00	
H	One-Third Page Vertical	2.375 x 9.375	
I	One-Third Page Square	4.875 x 4.875	
J	One-Quarter Page	3.375 x 4.875	
K	One-Sixth Page	2.375 x 4.875	
C	Cover 2	8.125 x 10.875	7.875 x 10.625
C	Cover 3	8.125 x 10.875	7.875 x 10.625
C	Cover 4	8.125 x 10.875	7.875 x 10.625
C	Gatefold: <i>Inquire</i>		

Please review the advertising terms and conditions before making a space reservation.

* Include 0.25" gutter area in the center of the ad. Live material should not run in the gutter.
Also include a .125" bleed beyond the trim dimension.

UPLOAD MATERIAL:

<https://nreca.sendmyad.com>

COLOR:

Specify as CMYK.

GRAPHICS/IMAGES:

Must be 300 dpi or greater. Images that are blurry or of poor visual quality will be rejected.

FRACTIONAL ADS:

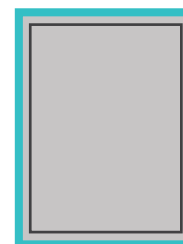
Please apply a border to any fractional ad with a white background

PAYMENT ADDRESS:


NRECA, PO Box 207434
Dallas, TX 75320-7434

NRECA TAXPAYER IDENTIFICATION NUMBER:

53-0116145



Full Page

 Page size: 8.375 x 11.125

 Trim Size: 8.125 x 10.875

 Live Area: 7.875 x 10.625

Cancellations must be submitted in writing and will not be accepted after the published ad reservation deadline.

RE MAGAZINE SPONSOR CONTENT

Advertorial

Bring your company's story to life with a multi-page advertorial insert in *RE Magazine*. Associate your products with the highly respected *RE* brand, and reach our print subscriber base of nearly 20,000 co-op employees.

What is an advertorial?

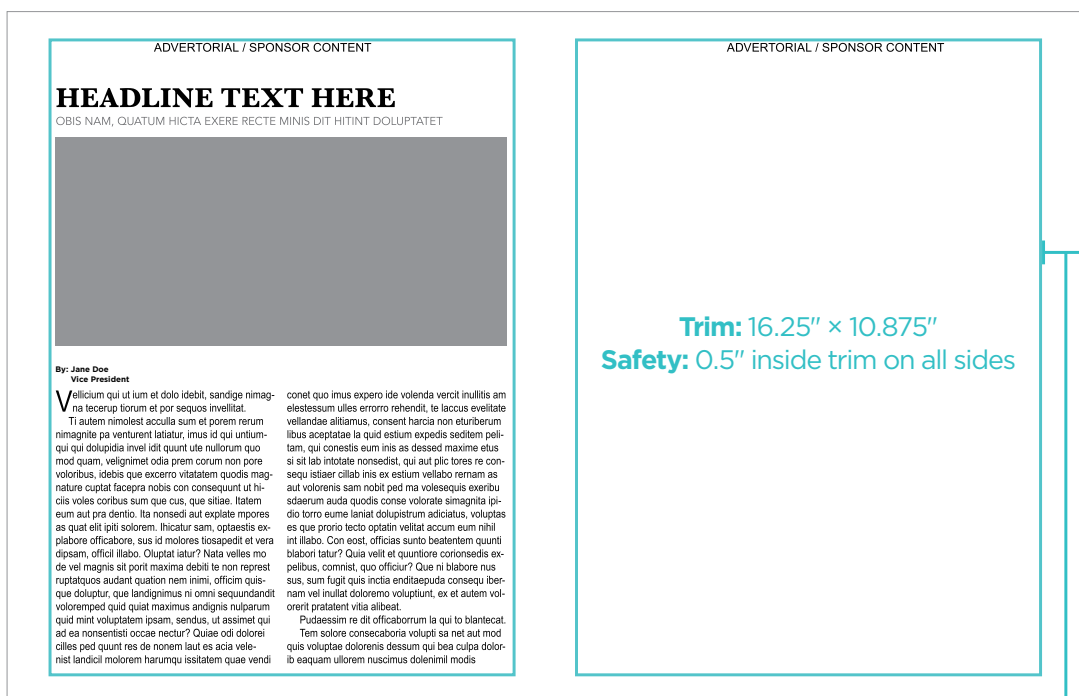
Advertorials are advertising/editorial hybrids. They look similar to a multi-page magazine article, but are written by the advertiser and contain information about a company or its products. Usually written in a journalistic or white paper style and supported with photos and graphics, advertorials engage and inspire your target audience by sharing your unique insights and experiences.

Specifications

- *RE Magazine* will provide an InDesign template for placing the "ADVERTORIAL / SPONSOR CONTENT" marker on your ad. The details for the advertorial marker are:
 - "ADVERTORIAL / SPONSOR CONTENT" centered at the top of each page.
 - 10 pt Arial font
 - This marker can be black or white text so that it is legible when placed on a photo or colored background.
- Ad dimensions: 7.125" X 9.875", no page numbers, page margins 0.50" right, left and bottom.
- At least 70% of each page must be editorial content.
- You will be provided with the *RE* Style Guide.
- Your advertorial CANNOT contain the same font or color family as the magazine.
- The author's name, title and company name must be used as a byline for the article in the advertorial.

Editorial recommendations

- Write in third-person perspective.
- Include quotes from outside sources to support your message.
- Present ideas and solutions clearly and simply, minimizing marketing language.
- Minimize branding, pricing and other advertising content.
- Use images, graphics and infographics.
- Be a trusted resource for your readers.



Pricing:

2 Pages	\$8,500
3 Pages	\$12,250
4 Pages	\$15,500

Deadlines

After making the space reservation, the advertiser must submit a Microsoft Word document for review with the final content of the advertorial. *RE Magazine* will review your copy and give you confirmation or feedback on the content.

ISSUE	RESERVATION DEADLINE	WORD DOCUMENT WITH FINAL COPY	FINAL ARTWORK
January	11/03/23	11/09/23	11/17/23
February	12/08/23	12/15/23	12/22/23
March	12/29/23	01/05/24	01/13/24
April	01/30/24	02/06/24	02/13/24
May	03/01/24	03/08/24	03/15/24
June	04/03/24	04/10/24	04/17/24
July	05/02/24	05/09/24	05/16/24
August	06/02/24	06/09/24	06/16/24
September	07/03/24	07/10/24	07/17/24
October	08/02/24	08/09/24	08/16/24
November	09/01/24	09/08/24	09/15/24
December	10/03/24	10/10/24	10/17/24

RE Magazine reserves the right to reject articles for any reason, including those that are poorly written, contain inappropriate content or do not meet stated specifications. No advertorial will be accepted that is misleading, deceitful, fraudulent, unlawful or reflects unfavorably on an individual or institution or maligns the products and/or services of another company. No more than one advertorial per issue will be accepted.

RE MAGAZINE PHOTO CHALLENGE

EXCLUSIVE SPONSORSHIP

Each month, themed photo contests promote participation from electric cooperative employees across the country. Photo submissions depict things like sweeping rural landscapes, lineworkers working to keep the lights on and co-op employees engaging with their members and their communities.

A month-long sponsorship includes numerous opportunities for company branding in and around the photo galleries. Participation will ensure that your brand receives the most exposure and your message resonates with electric cooperatives. Book today as this opportunity is limited to one sponsor per month.

Digital Audience: 80,000+ average monthly views
(includes website and e-newsletter views)

Print Audience: 23,000+ *RE Magazine* subscribers

Pricing
\$3,000 per month

Specifications

AD TYPE	SIZE	PLACEMENT
Website		
① Button	300 x 250 px	Homepage and Past Contests pages
② Interstitial	300 x 250 px	Runs every 5 photos
③ Leaderboard	728 x 90 px	Past Contests page
Newsletter		
④ Top Leaderboard	517 x 77 px	4x in the <i>RE</i> newsletter
⑤ Button	200 x 200 px	4x in the <i>RE</i> newsletter
Print Edition		
⑥ Name & logo of sponsor*	N/A	Co-op Shots monthly feature

*Please provide vector .eps logo file to be used in print edition announcing the monthly photo challenge winner

Website

COOPERATIVE.COM

RE

Photo Challenge

RE Magazine Co-op Shots

Articles

Issues

Photo Challenge

About Us

Advertise

Buyer's Guide

SUBSCRIBE

2019 RE MAGAZINE T&D

This Month's photo challenge sponsored by 2019 RE Power T&D World Expo.

Share

December 2019: Co-op Pollinator Gardens

Welcome to the 2019 RE Magazine Photo Contest. The December contest theme is "Co-op Pollinator Gardens." Co-op country may be gearing up for winter, but we'd like to see photos showing off the pollinator gardens that your electric co-op has planted. As we receive submissions, photos will be reviewed and then added to a gallery for visitors to browse and vote on their favorites. Submissions and voting will be open until December 31. Please only submit photos for this month's theme.

See Past Photo Entries →

Submit a Photo Entry ↗

DATE OF CONTEST

All Issues

Recent Filters

CO-OP RENEWABLES

Historic Hydroelectric Plant

Cleveland Electric Cooperative's historic hydroelectric power plant, which contributes to the 48% renewable energy fuel source for the co-op. The excavation of the hydro-canal began in 1916 and was completed in June 1962. Under the most favorable operating conditions, the hydroplant is capable of producing 56 megawatts. For additional history and details, visit <https://cleveland.com/hydro-electricity/>

Credits: Kila Bradley, Cleveland Electric • September 2019

CO-OP RENEWABLES

World's longest hydroelectric power plant

Aerial view of Cleveland Electric Cooperative's hydroelectric power plant, which contributes to the 48% renewable energy fuel source for the co-op.

Credits: Kila Bradley • September 2019

1

300 x 250

3

728 x 90

COOPERATIVE.COM

SEARCH

2

300 x 250

Please visit the photo contest gallery to see the interstitial ad:
cooperative.com/remagazine/photo-challenge

Newsletter

America's Electric Cooperatives Newsletter

View this email in a browser

4

517 x 77

NRECA

America's Electric Cooperatives

Wednesday, August 28, 2019

| Electric.coop | Cooperative.com | RE Magazine | Contact Us |

TOP STORY

Photos: Back-to-School Season

Check out a photo gallery showing how co-ops across the country are mobilizing support for their local schools with supply drives, welcome-back packages for teachers, and more.

Read more now →

CO-OP NEWS

'Think Outside the Box': Co-op Annual Meeting Goes Underground

Tennessee's Sequachee Valley Electric Cooperative moved its annual meeting to The Caverns—a unique, subterranean venue—and nearly tripled its normal attendance.

FROM OUR SPONSORS:

5

200 x 200

Print Edition

CO-OP SHOTS

MAY

PHOTO CHALLENGE WINNERS

THEME: GETTING FIT

WINNER: FINDING NEW HEIGHT

Bo Hellams, public affairs supervisor at Mohave Electric Cooperative in Arizona, takes on a sheer granite face in Joshua Tree National Park.

Photo by Nathan Benner

6

Advertiser Name

28

RE Magazine July 2021

COOPERATIVE.COM DIGITAL ADVERTISING

Cooperative.com is NRECA's member website. With a wealth of resources, including a daily member-focused newswire, cooperative.com is our highest-trafficked web property.

Digital Audience

66,000 active users/month

171,000+ monthly pageviews*

75,000+ e-newsletter subscribers

Google Analytics, December 2022-May 2023

Display Advertising

- All rates quoted are net.
- Banner ads appear on the homepage and news section.
- Display ads appear on desktop, tablet and mobile devices.
- Advertisers on cooperative.com are automatically included in at least one weekly e-newsletter.

Website Advertising

AD TYPE	WEBSITE AD SIZE	RATE	BONUS! NEWSLETTER AD SIZE
Button	300 x 250 px	\$2,400/month	200 x 200 px
Leaderboard	728 x 90 px	\$2,000/month	517 x 77 px

E-newsletter Advertising

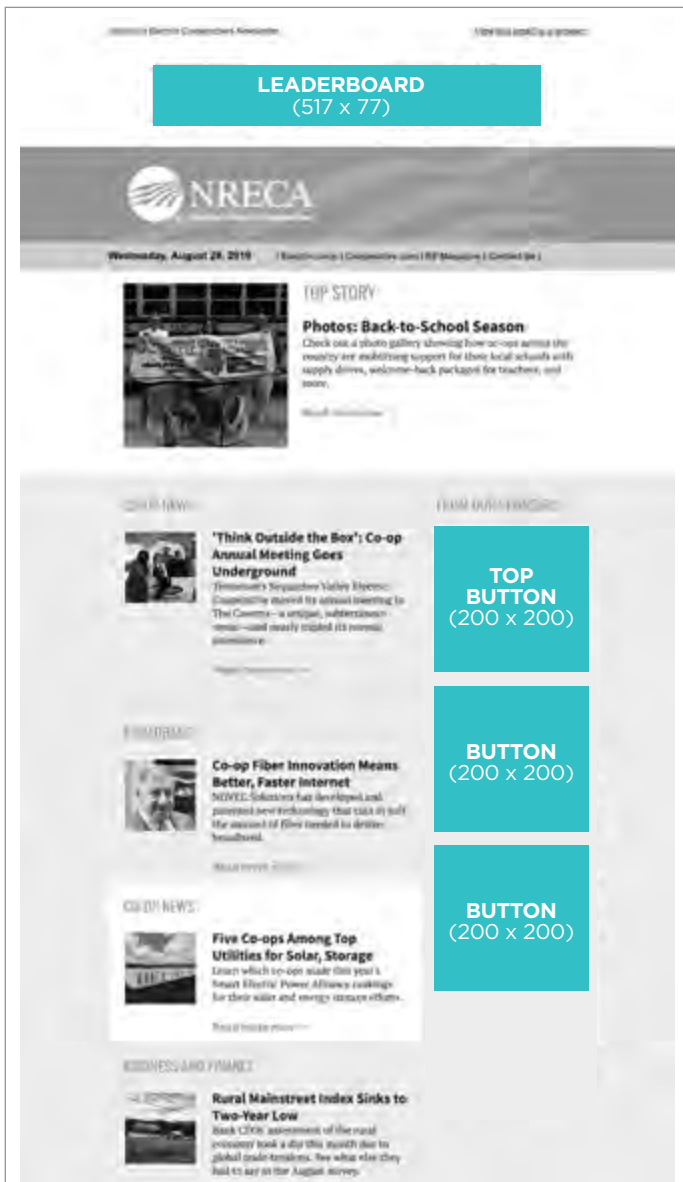
AD TYPE	NEWSLETTER SIZE	RATE
Top Button	200 x 200 px	\$1,500/week
Button	200 x 200 px	\$1,000/week

Submission Instructions:

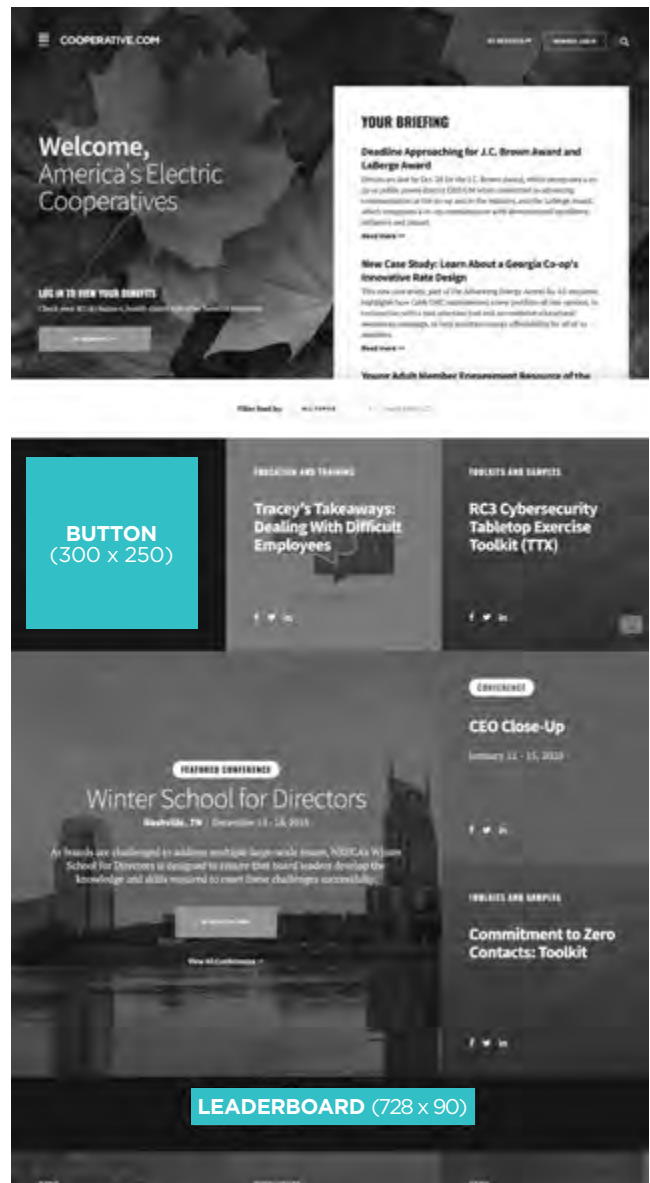
- Accepted files: jpg, png, gif.
- Click tags are not accepted.
- Do NOT hard code your links into banner ads.
- Maximum file size: 512 kb.
- Web advertisers must also submit an e-newsletter sized ad (see specs above).
- Files that are blurred, pixelated or the copy is too small to read will be rejected.
- If your banner ad contains a white, gray or black background, please include a uniform border surrounding the entire ad.
- If a border is used, it should be applied consistently around the entire banner
- Please review the advertising [terms and conditions](#) before making a space reservation.

Please email your ad file along with the destination URL to your account manager.

Newsletter



Website



Please visit cooperative.com to see actual website placements.



Pictured: Scot Hoffman, *Along Those Lines* podcast host and *RE Magazine* editor

Photo by Alexis Matsui

ALONG THOSE LINES PODCAST EXCLUSIVE SPONSORSHIP

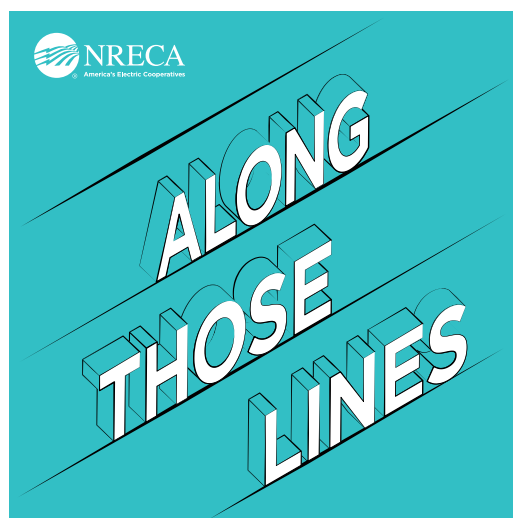
NRECA's award-winning podcast is focused on the important stories from across co-op country about the issues that matter most to rural America and the energy industry.

Podcast listeners often take action in direct response to hearing a sponsorship message:

45% visit a sponsor's website*

42% consider a new product or service*

37% gather more information about a product or company*



Podcast Advertising

Advertisers receive a variety of mentions throughout the podcast episode.

PRICE

\$3,000 per episode

EACH EPISODE INCLUDES:

- Pre-roll ad (15 seconds), placed before the show content begins.
- Mid-roll ad (30 seconds), generally placed mid-show (40-70% into content).
- End recognition and thank you from our podcast host.
- Logo branding in the episode guide page: cooperative.com/podcast



AVERAGE EPISODE
DOWNLOADS:

1,506

DECEMBER 2022 - JUNE 2023

electric.coop/podcast



Photo by Stephen Reasonover

EVENT SPONSORSHIPS

Engage with NRECA and our electric cooperative members face-to-face at one or more of our annual events. Sponsorship allows you to interact with decision-makers, gain visibility in the cooperative marketplace, generate awareness, introduce products and services and build your brand.

Visit cooperative.com/sponsorships for more details.

CEO Close-Up Conference

January 7 - 9, 2024 | Phoenix, AZ

Approx. 600 attendees

74% CEO, General Manager

26% Other Co-op Executive Staff

NRECA PowerXchange

(formerly NRECA Annual Meeting)

March 1 - 6, 2024 | San Antonio, TX

Approx. 4,500 attendees

62% Board of Directors

24% Other Co-op Executive and Management Level Staff

14% CEO, General Manager

TechAdvantage® Conference

March 3 - 6, 2024 | San Antonio, TX

Approx. 1,600 attendees

52% Engineering and Operations Staff

23% Information Technology Staff

10% Supply Chain Management Staff

15% Other Co-op Staff

NRECA Safety Leadership Summit

April 7-9, 2024 | Kansas City, MO

Approx. 500 attendees

55% Lineman, Operations Staff

32% Safety and Loss Control Managers and Staff

13% CEO, General Manager, other Co-op Executive Staff

Connect Conference

May 7 - 9, 2024 | Baltimore, MD

Approx. 600 attendees

65% Marketing and Communications Staff

23% Member Services Staff

12% Other Communications Staff

Co-op Cyber Tech Conference

Date and location TBD

Approx. 300 attendees

59% IT Staff

41% Other Co-op Staff

TFACC - Collaboration Among Communities

July 28 - 31, 2024 | Orlando, FL

Approx. 500 attendees

NRECA and NSAC Members

55% Electric Co-op Specific Accountants

30% Non-Electric Co-op Accountants

15% Other Electric Co-op Staff

2024 Regional Meetings

Regions 1&4 | Sept. 4 - 6 | Grand Rapids, MI

Regions 5&6 | Sept. 16 - 18 | Minneapolis, MN

Regions 7&9 | Sept. 24 - 26 | Sacramento, CA

Regions 2&3 | Date and location TBD

Regions 8&10 | Date and location TBD

From 700-1,200 attendees per location

70% Board of Directors

30% Other Co-op Staff

Dates are subject to change.

CONTACT US

Associate Membership and Advertising

Sponsorships



Danielle Burton
(301) 829-6333
dburton@remagazine.org



Ijilbish Nergui
(703) 907-5908
ijilbish.nergui@nreca.coop



Julie Cook
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Sarah Faconti
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sfaconti@remagazine.org



Andrea Pankoff
(303) 919-0727
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Shepard

EXHIBITOR SERVICE MANUAL



2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX
March 4 - 6, 2024



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

SHOW INFORMATION

T185860324

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

Exhibit Hall Carpet: The exhibit hall is not carpeted. However, the aisles will be carpeted in Peacock. Booth spaces are not carpeted, but floor covering is **REQUIRED** and will be enforced by show management. If the floor is not covered by **NOON** prior to hall opening, show management will have carpet installed at the exhibitor's expense.

If your assigned booth is **NOT** furnished / set-up by **NOON** on Monday, March 4, 2024, NRECA reserves the right to revert full possession of the booth space.

Show Colors

Show Drape Color(s): Teal, White, Black

Aisle Carpet Color: Peacock, Tuxedo

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Sunday, March 3, 2024 • 8:00AM to 7:00PM

Monday, March 4, 2024 • 8:00AM to 12:00PM

****All exhibitor booths must be set by NOON on Monday, March 4, 2024**

EXHIBIT HOURS

Monday, March 4, 2024 • 4:45PM to 7:00PM

Tuesday, March 5, 2024 • 11:30AM to 4:30PM

Wednesday, March 6, 2024 • 10:30AM to 1:00PM

EXHIBITOR MOVE OUT

Wednesday, March 6, 2024 • 1:00PM to 7:00PM

Thursday, March 7, 2024 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Thursday, March 7, 2024 | 12:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Friday, February 2, 2024

Exhibitor Appointed Contractor Notification Deadline

Friday, February 2, 2024

First Day for Warehouse Deliveries Without a Surcharge

Friday, February 2, 2024

Discount Price Deadline for Standard Shepard Orders

Monday, February 12, 2024

Last Day for Warehouse Deliveries Without a Surcharge

Monday, February 26, 2024

Last Day for Warehouse Deliveries*

Friday, March 1, 2024

* 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 Site

Sunday, March 3, 2024 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
2024 NRECA PowerXchange and TechAdvantage
Shepard Exposition Services c/o SAIA
5308 Distribution Dr
San Antonio, TX 78218

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
2024 NRECA PowerXchange and TechAdvantage
Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205





2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

INFORMATION

T185860324

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Shepard Mailing Address

1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8600
Email: orders@shepardes.com

Service Desk Hours *(subject to change)*

Sunday, March 3, 2024 • 8:00AM to 7:00PM
Monday, March 4, 2024 • 8:00AM to 7:00PM
Tuesday, March 5, 2024 • 11:30AM to 4:30PM
Wednesday, March 6, 2024 • 10:30AM to 7:00PM
Thursday, March 7, 2024 • 8:00AM to 12:00PM

Exhibitor Move Out

Wednesday, March 6, 2024 • 1:00PM to 7:00PM
Thursday, March 7, 2024 • 8:00AM to 12:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Thursday, March 7, 2024 | 12:00PM.**

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, March 7, 2024 | 12:00PM.**

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 on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

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

Pick Up Address

Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205

UTILITY & ANCILLARY VENDORS

2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

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ELECTRICAL & PLUMBING SERVICES

[Edlen](#)

AUDIO VISUAL (AV)

[Video West](#)

LEAD RETRIEVAL

[Maritz](#)

FLORAL

Teasley's Convention Florist

(Order form can be found at the end of this manual)

CATERING

The RK Culinary Group

(Catering menu & order form can be found at the end of this manual)

INTERNET/WIFI

[Smart City](#)



MOVE OUT NOTICE

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

2024 NRECA PowerXchange and TechAdvantage Move Out Notice

The 2024 NRECA PowerXchange and TechAdvantage will end at 1:00PM, on Wednesday, March 6, 2024. Please don't pack up your booth before 1:00PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

Returning Empty Containers: Once the aisle carpet is removed and/or plastic protection is installed on top of the floor, Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

Exhibitor Move Out Schedule:

Wednesday, March 6, 2024 • 1:00PM to 7:00PM

Thursday, March 7, 2024 • 8:00AM to 12:00PM

Outbound Paperwork Requirements: To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

Show Carrier: Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

Outside Carriers: To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than 12:00PM on Thursday, March 7, 2024. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Thursday, March 7, 2024 | 12:00PM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

Reroute Schedule: If you're still in the venue after Thursday, March 7, 2024 | 12:00PM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

Abandoned Items: Any items or equipment left in booths without shipping labels after Thursday, March 7, 2024 | 12:00PM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

Pick Up Location:

Henry B. Gonzalez Convention Center

237 Tower of the Americas Way

San Antonio, TX 78205

ONLINE ORDERING

IT'S EASY.


2024 NRECA PowerXchange and TechAdvantage


Henry B. Gonzalez Convention Center | San Antonio, TX

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Order online through the Shepard Exhibitor Portal at

<https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **TA24**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

If you are already registered for online ordering, please login below.

You'll need to select an event first. After you login you will have access to your other events as well.

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com

[Let's do this!](#)

METHOD OF PAYMENT

2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

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Please review the information and complete your payment information online.

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 your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee.

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Monday, February 12, 2024 All paid orders placed online prior to the deadline date.

Discount Deadline: Monday, February 12, 2024 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

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

Checks:

1. Checks can be mailed to: Accounts Receivable - 1778 Marietta Blvd, Atlanta, GA 30318

Wire Transfers:

1. Wire Transfers can be sent to bank information listed below.

2. **Important!** After your wire transfer has been sent, please send an email to ar-es@shepardes.com to confirm and include your show name, event code and your booth number. Unidentified payments can result in funds not being assigned to your account.

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **2024 NRECA PowerXchange and TechAdvantage**

EVENT CODE: **T185860324**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	For Checks: Please include the show name, event code and your booth number on the check. For Wires: Please send payment sent confirmation email to ar-es@shepardes.com that includes the show name, event code and your booth number.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	

TAX EXEMPT? Please submit tax exemption certificate to: orders@shepardes.com. If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

TERMS & CONDITIONS

2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

T185860324

March 4 - 6, 2024

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 accept these terms and conditions when any of the following conditions are met:

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

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

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

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

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

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

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

three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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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 Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

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

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

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor

must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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



THIRD PARTY PAYMENT

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

DEADLINE: FRIDAY, FEBRUARY 2, 2024

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties **MUST** sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.** The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.

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

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

SIGNATURE FROM THIRD PARTY COMPANY: _____

Step 4. Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.



Email completed form to: clientservices@shepardes.com

[shepardes.com](https://www.shepardes.com)



EXHIBITOR APPOINTED CONTRACTOR (EAC)

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

DEADLINE: FRIDAY, FEBRUARY 2, 2024

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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 Method of Payment form and an exhibitor Method of Payment 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: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____



Email completed form to: clientservices@shepardes.com

shepardes.com

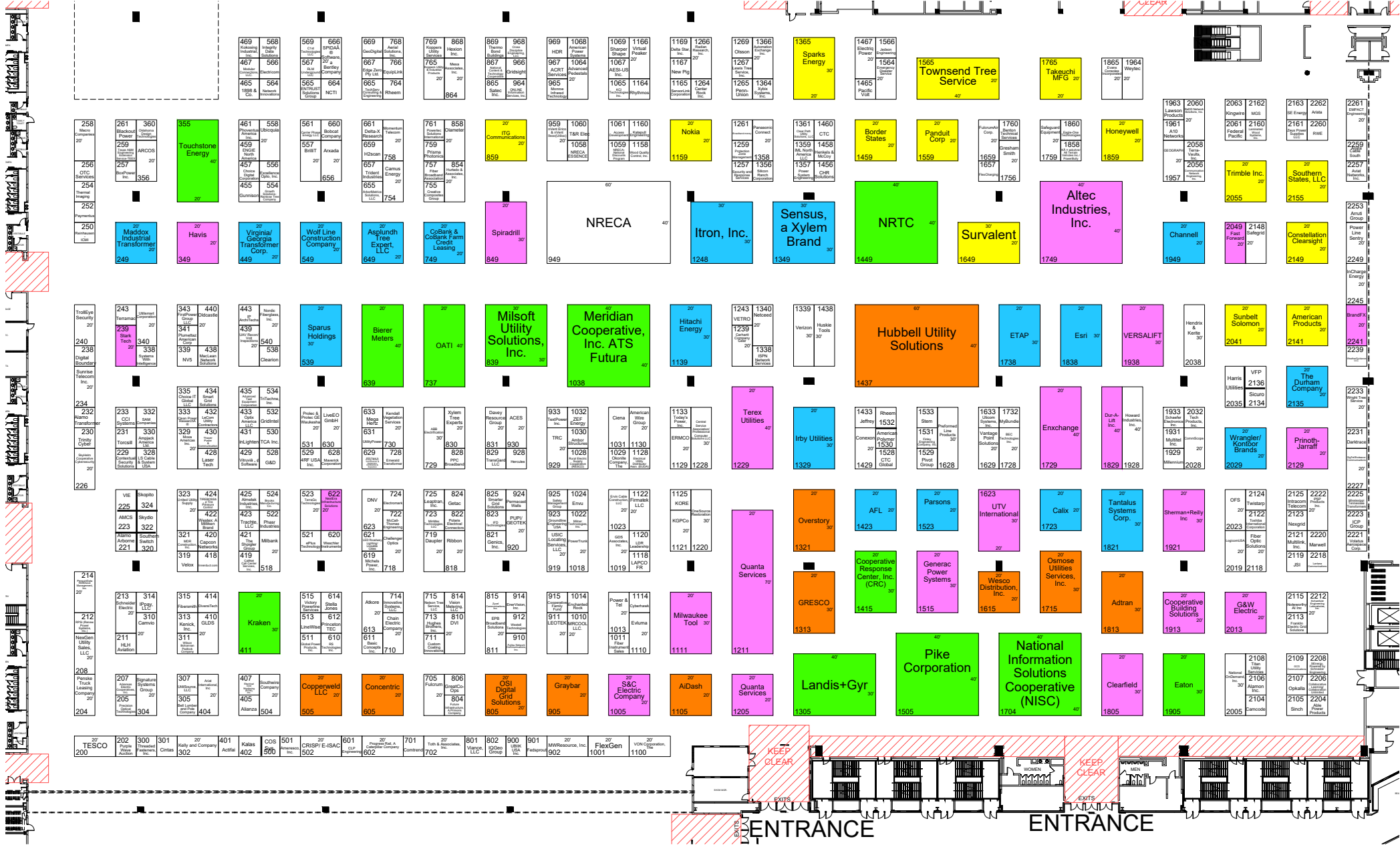
With Shepard, You Can.

- Thursday, February 29, 2024: 1:00PM- 5:00PM
- Friday, March 1, 2024: 8:00AM- 10:00AM
- Friday, March 1, 2024: 1:00PM- 3:00PM
- Saturday, March 2, 2024: 8:00AM- 10:00AM
- Saturday, March 2, 2024: 1:00PM- 3:00PM
- General Move-In: Sunday, March 3, 8:00AM - 7:00PM
Monday, March 4, 8:00AM - 12:00PM

TechAdvantage Expo

March 4 - 6, 2024

Henry B. Gonzalez Convention Center - Halls 2-3 - Street Level
San Antonio, TX



TARGET INFORMATION

FIND YOUR TARGET DATE.

2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

T185860324

March 4 - 6, 2024

Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Friday, March 1, 2024** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday, March 1, 2024** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

TARGET CONFIRMATION

T185860324

TARGET DEADLINE: MONDAY, FEBRUARY 12, 2024

Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.*

* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

Step 1. Complete exhibiting company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Assigned Target Date and Time

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Monday, February 12, 2024

Step 2. Provide shipment details.

Where are you shipping?

☐ Advanced Warehouse** ☐ Direct to Facility/Show Site

** Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment? _____

How many pieces are in your shipment? _____

Dimensions of largest piece of freight? _____

How many truck loads do you have? _____

Weight of largest piece of freight? _____

Name of Carrier _____

Carrier Contact Phone Number _____

If Shipping Direct to Facility/Show Site

☐ Flatbed ☐ Close Trailer ☐ Container

Is Special Equipment Required to Unload

☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling

☐ Other _____

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

☐ Yes ☐ No

(if Yes, please place a forklift order with Customer Service)

Have you ordered carpet from Shepard?

☐ Yes ☐ No

Do you want your carpet installed prior to your target time?

☐ Yes ☐ No



Email completed form to: targets@shepardes.com

shepardes.com

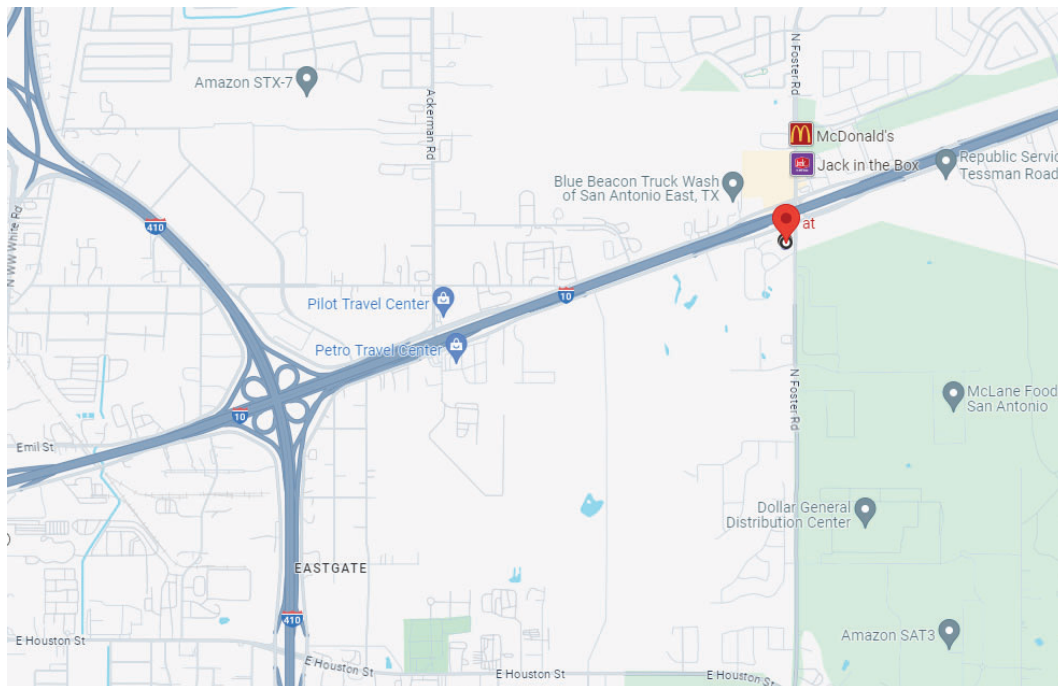
Show Site Address

Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205

Marshaling Yard Address

TA Truck Stop
6170 I-10
San Antonio, TX 78219

Map



Marshaling Yard Hours of Operation

GENERAL MOVE IN	Yard Open	Receiving Cut Off	Yard Close
Friday, March 1, 2024	8:00AM	4:30PM	5:00PM
Saturday, March 2, 2024	6:00AM	3:30PM	4:00PM
Sunday, March 3, 2024	6:00AM	3:30PM	4:00PM
Monday, March 4, 2024	6:00AM	11:00AM	12:00PM
EXHIBITOR MOVE-OUT	Yard Open		Yard Close
Wednesday, March 6, 2024	10:00AM		7:00PM
Thursday, March 7, 2024	6:00AM		12:00PM

ALL DRIVERS MUST BE CHECKED IN BY: Thursday, March 7, 2024 | 12:00PM



TARGET CHANGE REQUEST

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

TARGET DEADLINE: MONDAY, FEBRUARY 12, 2024

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

Monday, February 12, 2024

Step 1. Complete company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____ NUMBER OF TRUCKLOADS: _____

Where are you shipping?

☐ Advanced Warehouse* ☐ Direct to Facility/Show Site

* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

Step 2. Provide target information.

CURRENTLY ASSIGNED DATE: _____ CURRENTLY ASSIGNED TIME: _____

REQUESTED DATE AND TIME: _____

REASON FOR CHANGE: _____



Email completed form to: targets@shepardes.com

shepardes.com



MARSHALING YARD INFORMATION

2024 NRECA PowerXchange and TechAdvantage
Henry B. Gonzalez Convention Center | San Antonio, TX
March 4 - 6, 2024

T185860324

Show Site Address

Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205

Marshaling Yard Address

Address to come

Map



Marshaling Yard Hours of Operation

GENERAL MOVE IN	Yard Open	Receiving Cut Off	Yard Close
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
EXHIBITOR MOVE-OUT	Yard Open	Receiving Cut Off	Yard Close
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM
Day, Month XX, 2021	0:00AM	0:00PM	0:00PM

ALL DRIVERS MUST BE CHECKED IN BY: Thursday, March 7, 2024 | 12:00PM

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

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

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.
With Shepard Logistics, You Can.

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



Inbound & Outbound Services

- Standard ground
- 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services



Material Handling

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



Value-Added Services

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



SHEPARD LOGISTICS SERVICES (SLS)

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

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)

Shipping Services do not include Material Handling fees at Show Site. Material Handling fees will be charged to the credit card on file.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Contact Name at residence: _____ Phone Number: _____

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

We recommend shipping to the Advance Warehouse to avoid wait times on show site.

Step 5. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Step 6. What type of service is needed (how fast do you need it)?

☐ Standard Ground ☐ 2nd Day Air ☐ Expedited Ground 3-5 days ☐ Other (Truckload, Specialized) _____

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date. Expedited Ground (305) and air shipping available for pre-booked and confirmed orders only.

Step 7. After the event is over, are we shipping it back to you?

☐ YES! ☐ No, I will arrange another carrier.

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file. **For shipments coming out of or going to Canada, we must have a Commercial Invoice and your Custom Broker's contact information before we can finalize your shipment.**

DSV Fairs & Events is the Preferred
International Freight Forwarder and
Customs Broker for Shepard events.

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

- Shipment planning - packaging, documentation, scheduling
- Pick-up and international shipping to the US air/port
- Customs clearance & delivery to the Shepard advance whse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Export documents, international shipping and Customs clearance overseas
- Final delivery to the overseas return destination



Fairs & Events, Solutions USA
Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: + 1 786 577 6750
Mobile: +1 404 432 8835

Please contact us today
for a free quotation.

DSV Fairs & Events has an agent office in most countries worldwide. If you do not see your country listed below, then please contact DSV Fairs & Events USA, so that we can provide local contact details.

Canada

DSV Global Transport & Logistics
2200 Yukon Court
Milton, ON
L9E 1N5 Canada
Contact: Mohamad Alsayed
Tel: +1 905-203-2048
Mobile: +1 365 822 2333 (Faisal)
E-mail: fairs&eventsDSVcanada@ca.dsv.com

China

DSV Fairs & Events, Solutions
Rm 2307-2308, 23F
One Indigo
20 Jiuxianqiao Road
Chaoyang District
Beijing 10016
P.R. China
Contact: Roaddy Lu
Tel: +86 10 8540 7288 / 7299
Mobile: +86 13 91029 8808
Email: roaddy.lu@dsv.com

Denmark

DSV Solutions A/S
Fairs & Events
Center Boulevard 5
2300 Copenhagen S
Denmark
Contact: Lars Skovhoej
Tel: +45 43203859
Email: expo@dk.dsv.com

Germany

DSV Solutions GmbH
Fairs & Events
Nirostastrasse 3
48707 Krefeld, Germany
Contact: Christian Rasche
Tel: +49 2151 7371493
Mobile: +49 171 9793 078
Email: christian.rasche@dsv.com

Hong Kong

DSV Fairs & Exhibitions
13001-11W, 103-04S&106-7S, 13/F
ATL Logistics Centre B, Berth 3
Kwai Chung Container Terminal NT
Hong Kong
Contact: Sunny Ling
Tel: +852-2211 8205 / 8852 8205
Mobile: +852 9622 3280
Email: sunny.ling@dsv.com

Italy

DSV Solutions SRL
Fairs and Events
Via Dante 134
20096 Pioltello, Milan Italy
Contact: Marco Simone
Tel: +39 02 921 34036
Mobile: +39 342 7410283
Email: marco.simone@dsv.com

Japan

DSV Fairs & Events, Solutions
Imperial Hotel Tower 16F 16A-4
1-1-1 Uchisaiwaicho, Chiyoda-ku
Tokyo 100-0011
Japan
Contact: Shingo Kobayashi
Tel: +81 3 4565 4569
Mobile: +81 80 2478 9133
Email: JP.FE@dsv.com

Korea

DSV Fairs & Events, Solutions
Magok Central Tower 1 Cha, 22F
Gonghang-daero
Gangseo-gu, Seoul,
07802
Korea
Contact: Chris Lim
Tel: +82 2 2192 7420
Mobile: +82 10 2800 1834
Email: chris.lim@dsv.com

Portugal

DSV Transilários, Lda
Rua Abade Correia da Serra, 112
Senhora da Hora,
4460-208
Portugal
Contact: Silvia Eloi
Tel: +351 266 088 642
Mobile: +351 916 141 569
E-mail: silvia.eloi@dsv.com

Singapore

DSV Solutions Pte Ltd
No.5
Changi North Way
5th Floor, 498771
Singapore
Contact: Maybelline Oun
Tel: +65 6500 5610
Mobile: +65 9655 3031
Email: maybelline.oun@dsv.com

Spain

DSV Fairs & Events, Solutions
Pol. Ind. Riera del Molí
Les Llicorelles, Calle A num. 1
08750 Molins de Rei
Barcelona
Spain
Contact: Belina Flores
Tel: +390 260 838
Mobile: +34 34 686 902 300
Email: belina.flores.sierra@dsv.com

Taiwan

DSV - Translink Fairs & Events
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2, Taipei 104-48
Taiwan R.O.C.
Contact: Frances Lin
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: frances@trans-link.com.tw

Turkey

DSV Fairs & Events
Rüzgarlıbahçe Mahallesi
Cumhuriyet Caddesi
Acarlar İş Merkezi C Blok No:10
34805 Beykoz İstanbul Turkey
Contact: Tandogan Ozman
Tel: +90 216 680 16 00
Mobile: +90 533 938 04 55
Email: tandogan.ozman@dsv.com

United Arab Emirates

DSV Fairs & Events, Solutions
Level 15, Office No. 07-08
Sheikh Rashid Tower
Dubai World Trade Centre
P.O.Box 36683, Dubai, UAE
Contact: Nilofer Sayeed
Tel: +971 4 813 1487 / 813 1210
Mobile: +971 56 6833914
Email: nilofer.sayeed@dsv.com

United Kingdom

DSV Fairs & Events, Solutions
One Western Gateway
Royal Victoria Dock
London E16 1XL, United Kingdom
Contact: Garcia Newell
Tel: +44 207 069 5321
Mobile: +44 7760 165828
Email: garcia.newell@dsv.com

DSV Fairs & Events, Solutions USA

Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: +1 786 577 6750
Mobile: +1 404 432 8835

www.dsv.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) 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.

\$\$\$\$\$
SAVING TIP!

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

OF CRATES: _____ # OF SKIDS: _____ # OF CASES: _____ # OF CARTONS: _____ APPROX. TOTAL WEIGHT: _____

Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Residential contact name _____ Phone Number _____

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to deliver your items? ☐ Yes ☐ No

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

☐ Official Show Carrier: SHEPARD LOGISTICS ☐ Other (Truckload, Specialized) _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes FedEx, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

Step 7. What type of service is needed (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment 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. For shipments going into or out of Canada, we must have the Commercial Invoice and the



ADVANCED SHIPPING LABEL

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

Print at least one shipping 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.

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	Shepard Exposition Services c/o SAIA 5308 Distribution Dr. San Antonio, TX 78218
	FOR:
	2024 NRECA PowerXchange and TechAdvantage
	Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Friday, February 2, 2024
	Last day freight can arrive without a surcharge: Monday, February 26, 2024



DIRECT SHIPPING LABEL

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

Print at least one shipping 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.

DIRECT TO
SHOW SITE

RUSH

 **Shepard**

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205**

FOR:
**2024 NRECA PowerXchange and
TechAdvantage**

MUST NOT BE DELIVERED PRIOR TO:
Sunday, March 3, 2024 | 8:00AM



ALL INCLUSIVE MATERIAL HANDLING RATES

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

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

* Discount does not apply to shipments under 100 lbs. or shipments over 10,000 lbs. and local deliveries. 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.

Per Pound Material Handling Rates All rates are per one pound. There is no minimum charge. Certified weight tickets are required on all shipments. The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of these hours may result in additional fees.

How to Calculate Material Handling Services Material handling, whether used completely or in part are offered as a round trip service. The weight on your certified weight ticket is the amount you will be charged X the per pound material handling rate.

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Friday, February 2, 2024

LAST DAY FREIGHT CAN ARRIVE: Friday, March 1, 2024

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35786	Crated ONLY		X	\$1.92	

Direct to Facility/Show Site Shipments***

*** Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Sunday, March 3, 2024

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35785	Crated		X	\$1.92	
35285	Uncrated		X	\$1.92	

Other Material Handling Services

CODE	ITEM	WEIGHT		PRICE	TOTAL
35490	Banding Service Per 4x4 Skid/Pallet		X	\$75.00	
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		X	\$75.00	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

ALL INCLUSIVE MATERIAL HANDLING

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

Special Handling Definitions

This is included in your per pound rate.

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

Constricted Space

Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

Stacked Shipments

Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

Mixed Shipments

Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

Shipment Integrity

Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

Carpet/Pad Only

Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

No Documentation

Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

Designated Piece Unloading

Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Padded Van Deliveries

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

Disposal Fee

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

Overtime/Double-time

This is included in your per pound rate.

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

This is included in your per pound rate.

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

Early/Late Shipments to the Warehouse

SURCHARGE: 25% • 35003

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

Uncrated Shipments

This is included in your per pound rate.

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

SURCHARGE: 15% • 35004

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

Marshaling Yard

This is included in your per pound rate.

FEE: \$30 per Shipment • 35250

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

Reweigh of Shipments

This is included in your per pound rate.

FEE: \$25.00 per forklift load • 35282

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

Empty Crate Storage

FEE: \$25.00 per piece • 35105

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

Envelope Deliveries

FEE: \$10.50 per envelope • 35007

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

Priority Empty Labels

FEE: \$125.00 per label • 35064

Limited quantities available on a per event basis.

Mobile Spotting

FEE: \$225 per round trip

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

ALL INCLUSIVE MATERIAL HANDLING

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

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

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

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

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

What does CWT mean?
(does not apply to All Inclusive Rates)
CWT is an acronym for Century Weight.

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

How do I calculate material handling charges?
Material handling, whether used completely or in part are offered as a round trip service.

CWT Calculation:
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.

All Inclusive Calculation:
EXAMPLE: 285 lbs. = 285 x RATE = \$

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?
(does not apply to All Inclusive Rates)

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

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

How do I calculate my Light Weight shipment?

(does not apply to All Inclusive Rates)

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

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

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

What is Special Handling?

(does not apply to All Inclusive Rates)

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

What are Advanced Shipments? All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrive by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

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

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

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

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

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

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

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

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


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Henry B. Gonzalez Convention Center | San Antonio, TX

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MOBILE SPOTTING FEE

T185860324

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 trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

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

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

All vehicles must be removed no later than:

Thursday, March 7, 2024 | 12:00PM

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

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		\$225.00	

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

TOTAL ESTIMATE	\$ _____
TAX <i>(All tax rates are subject to change)</i>	8.25%
AMOUNT DUE	\$ _____

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Shepard will not be responsible for any materials they do not handle.



The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



✓ **ALLOWED POVs INCLUDE:**

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck



Please refer to the Labor Rules and Regulations page for additional information and guidelines.



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. **NOT ALLOWED IN THE DOCK AREA:**



- × Trailers of any kind
- × No Step Van/Box Truck
- × Full Size Vans



Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.



✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

- × 2-wheel or 4-wheel Hand Carts
- × Pallet Jacks





FORKLIFTS & GROUND RIGGING

2024 NRECA PowerXchange and TechAdvantage
T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Labor Hours

Straight Time (ST):

Monday - Friday | 8:00AM - 5:00PM

Overtime (OT):

Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT):

Holidays

Holidays:

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

Step 1: Describe the work.

☐ Uncrating Materials ☐ Spotting Equipment ☐ Booth Work/Ground Rigging

 Will you need: ☐ Straps ☐ Extended Blades Weight of Heaviest Piece: _____

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$303.40	\$348.90	\$390.75	
35039	OT Hourly Rental		\$376.60	\$433.10	\$485.05	
35067	DT Hourly Rental		\$449.80	\$517.25	\$579.30	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$606.80	\$697.80	\$781.55	
35049	OT Hourly Rental		\$753.15	\$866.10	\$970.05	
35069	DT Hourly Rental		\$899.60	\$1,034.55	\$1,158.70	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$758.45	\$872.20	\$976.85	
35456	OT Hourly Rental		\$941.50	\$1,082.70	\$1,212.60	
35457	DT Hourly Rental		\$1,124.50	\$1,293.15	\$1,448.35	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$910.15	\$1,046.65	\$1,172.25	
35066	OT Hourly Rental		\$1,129.75	\$1,299.20	\$1,455.10	
35070	DT Hourly Rental		\$1,349.40	\$1,551.80	\$1,738.00	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,213.55	\$1,395.60	\$1,563.05	
35256	OT Hourly Rental		\$1,506.40	\$1,732.35	\$1,940.25	
35257	DT Hourly Rental		\$1,799.20	\$2,069.10	\$2,317.40	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$455.05	\$523.30	\$586.10	
35594	OT Hourly Rental		\$564.90	\$649.65	\$727.60	
35595	DT Hourly Rental		\$674.70	\$775.90	\$869.00	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$985.00	\$1,132.75	\$1,268.70	
68121	Scissor Lift Removal		\$985.00	\$1,132.75	\$1,268.70	

Rate structure includes forklift and one (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. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$141.25	\$162.45	\$181.95	
35086	OT Hourly Rental		\$211.88	\$243.65	\$272.90	
35099	DT Hourly Rental		\$282.50	\$324.90	\$363.90	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$113.00	\$129.95	\$145.55	
35100	OT Hourly Rental		\$169.50	\$194.90	\$218.30	
35101	DT Hourly Rental		\$226.00	\$259.90	\$291.10	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Only Shepard personnel are allowed to operate mechanical equipment. Orders canceled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com
shepardes.com



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ON-SITE STORAGE

T185860324

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

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.

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.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE 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 2. Choose the type of storage to fit your needs.

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

Accessible Storage

STEP 1:

CODE	ITEM	QTY		COST PER DAY		NUMBER OF DAYS		EST TOTAL 1
35166	Pallets/Skids		X	\$35.00	X		=	
35349	1/2 Trailer		X	\$80.00	X		=	
35348	Full Trailer		X	\$120.00	X		=	

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$113.00	X		=	
35100	Labor - Overtime	\$169.50	X		=	
35101	Labor - Double Time	\$226.00	X		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Secure Storage

STEP 1:

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED		NUMBER OF DAYS		EST TOTAL 1
35068	.80	X		X		=	

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$113.00	X		=	
35100	Labor - Overtime	\$169.50	X		=	
35101	Labor - Double Time	\$226.00	X		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Only Shepard personnel are allowed to operate mechanical equipment. 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. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

WAREHOUSE STORAGE

T185860324

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

Pricing

- Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- 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 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

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

☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*

*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: _____



Email completed form to: orders@shepardes.com

shepardes.com



BOOTH & CARPET CLEANING

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.50	\$0.60	\$0.65	
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55	
47052	900+ sq. ft.		\$0.40	\$0.45	\$0.50	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.50	\$1.70	\$1.90	
47056	400-900 sq. ft.		\$1.35	\$1.55	\$1.75	
47057	900+ sq. ft.		\$1.25	\$1.45	\$1.60	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.65	\$0.75	\$0.85	
47022	Mop Daily		\$1.65	\$1.90	\$2.15	
47013	Shampoo One Time		\$0.65	\$0.75	\$0.85	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$148.20	\$170.45	\$190.90	
47044	Daily		\$404.18	\$464.80	\$520.60	

Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.60	\$0.70	\$0.80	
47031	Daily Porter		\$1.75	\$2.00	\$2.25	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com



EXHIBIT DISINFECTING SERVICES

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$153.90	\$177.00	\$198.25	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$419.73	\$482.70	\$540.60	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open.

Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$139.91	\$160.90	\$180.20	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$1.00	\$1.15	\$1.30	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com



BULK WASTE REMOVAL

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who would like to schedule their items to be disposed of after the event can request the service below.

This rate includes up to 1 hour of forklift labor and up to 1/4 of dumpster space.

Abandoned floor coverings and/or displays, large or heavy amounts of trash, or otherwise left behind materials will also be charged a fee.

If your service goes over the allotted hour or requires more labor or space in the dumpster, you will be billed for those additional services on top of this fee. All related disposal fees will be added to the payment method on file.

Waste Removal Package

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
47074	Waste Removal Package		\$423.20	\$486.70	\$545.10	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

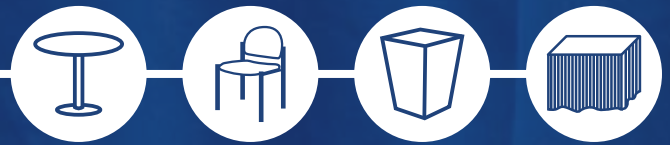
EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



2' x 8' Grid with Legs
#50236
2' x 8'
Chrome
Also Available Without
Legs (#50237)



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



8' x 4' & 4' x 8' Peg Board
66148 (horz)
8' x 4'

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented
separately



6' - 10' Crossbar
#50349
1 3/4" D



7' - 12' Crossbar
#50348
1 3/4" D



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

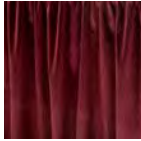
SKIRT & DRAPE

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

SKIRT



Red



Burgundy



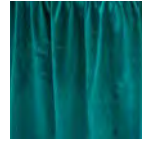
Gold



Green



Blue



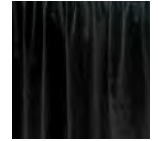
Teal



White



Grey



Black

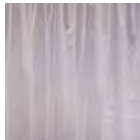
SKIRT - SPANDEX



Red



Blue

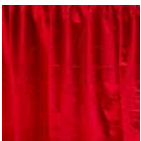


White

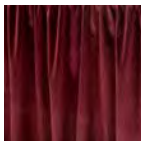


Black

DRAPE



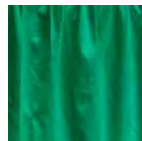
Red



Burgundy



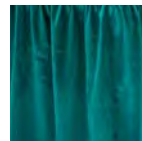
Gold



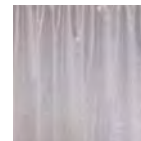
Green



Blue



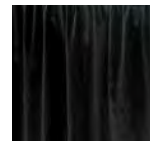
Teal



White



Grey



Black



STANDARD FURNISHINGS

2024 NRECA PowerXchange and TechAdvantage
T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Tables

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

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$180.40	\$207.45	\$232.35	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$221.65	\$254.90	\$285.50	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$281.05	\$323.20	\$362.00	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$219.25	\$252.15	\$282.40	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$280.75	\$322.85	\$361.60	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$330.35	\$379.90	\$425.50	
50052	4th Side Skirt for 30" High Table			\$109.65	\$126.10	\$141.25	
50171	4th Side Skirt for 42" High Table			\$109.65	\$126.10	\$141.25	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$122.45	\$140.80	\$157.70	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$146.05	\$167.95	\$188.10	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$172.20	\$198.05	\$221.80	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$137.85	\$158.55	\$177.60	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$172.20	\$198.05	\$221.80	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$192.15	\$220.95	\$247.45	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$276.00	\$317.40	\$355.50	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$276.00	\$317.40	\$355.50	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$145.20	\$167.00	\$187.05	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$145.20	\$167.00	\$187.05	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$377.35	\$433.95	\$486.00	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$393.40	\$452.40	\$506.70	
50700	White Fabric Table Cover w/ 6x30" Table		03	\$313.20	\$360.20	\$403.40	
50700	Red Fabric Table Cover w/ 6x30" Table		01	\$313.20	\$360.20	\$403.40	
50700	Blue Fabric Table Cover w/ 6x30" Table		05	\$313.20	\$360.20	\$403.40	
50700	Black Fabric Table Cover w/ 6x30" Table		06	\$313.20	\$360.20	\$403.40	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$111.60	\$128.35	\$143.75	
50021	Arm Chair Grey Fabric		n/a	\$152.25	\$175.10	\$196.10	
50024	Stool with Back Grey Fabric		n/a	\$185.45	\$213.25	\$238.85	
51086	Director's Chair Black Fabric		n/a	\$115.15	\$132.40	\$148.30	
51090	Director's Stool Black Fabric		n/a	\$206.15	\$237.05	\$265.50	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$224.80	\$258.50	\$289.50	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$184.65	\$212.35	\$237.85	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com
shepardes.com



SPECIALTY, DISPLAYS & DRAPERY

2024 NRECA PowerXchange and TechAdvantage
T185860324

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ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$61.80	\$71.05	\$79.60	
50245	Literature Rack Silver, Glass		n/a	\$228.05	\$262.25	\$293.70	
50175	Bag Rack, Chrome		n/a	\$302.00	\$347.30	\$389.00	
50092	Coat Rack, Chrome		n/a	\$107.25	\$123.35	\$138.15	
50093	Garment Rack, Chrome		n/a	\$302.00	\$347.30	\$389.00	
50427	Tensabarrier, Per Stem, Black		n/a	\$127.35	\$146.45	\$164.00	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$140.65	\$161.75	\$181.15	
50185	Drawing Bowl, Clear		n/a	\$56.70	\$65.20	\$73.00	
50296	4' x 12" Display Riser White and Black		n/a	\$127.55	\$146.70	\$164.30	
50297	6' x 12" Display Riser White and Black		n/a	\$158.70	\$182.50	\$204.40	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$481.60	\$553.85	\$620.30	
50067	4' Full View Showcase, White		n/a	\$1,138.00	\$1,308.70	\$1,465.75	
50068	6' Full View Showcase, White		n/a	\$1,255.05	\$1,443.30	\$1,616.50	
50069	4' Quarter View Showcase, White		n/a	\$1,138.00	\$1,308.70	\$1,465.75	
50070	6' Quarter View Showcase, White		n/a	\$1,255.05	\$1,443.30	\$1,616.50	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$368.50	\$423.75	\$474.60	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$368.50	\$423.75	\$474.60	
50236	Grids 2' x 8' with Legs, Each		n/a	\$272.20	\$313.05	\$350.60	
50237	Grid 2' x 8' without Legs, Each		n/a	\$203.85	\$234.45	\$262.60	
50242	7-Ball Waterfall for Grids		n/a	\$18.75	\$21.55	\$24.15	
50104	6" Hooks (12) for Peg Boards		n/a	\$59.95	\$68.95	\$77.20	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$28.90	\$33.25	\$37.25	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$21.45	\$24.65	\$27.60	
50088	8' Upright with Base		n/a	\$39.90	\$45.90	\$51.40	
52065	3' Upright with Base		n/a	\$39.90	\$45.90	\$51.40	
50349	6'-10' Crossbar		n/a	\$26.50	\$30.45	\$34.10	
50348	7'-12' Crossbar		n/a	\$26.50	\$30.45	\$34.10	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$24.70	\$28.40	\$31.80	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com
shepardes.com

**2024 NRECA PowerXchange and TechAdvantage**

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

FLOORING**T185860324****ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024**
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: FRIDAY, FEBRUARY 2, 2024**

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$12.20	\$14.05	\$15.75	

AVAILABLE COLORS: Black (06), Dark Grey (35), Silver Dollar (34), Sand (33), White (03), Electric Blue (91), Navy (22), Crimson (74) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$15.75	\$18.10	\$20.25	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.75	\$6.60	\$7.40	

AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood (25), Walnut (39), Barnwood (85) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.75	\$10.05	\$11.25	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.65	\$8.80	\$9.85	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$21.60	\$24.85	\$27.85	

100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Black (06), Deep Navy (22), Silver Cloud (18), Charcoal (17), Red (01), Beige (14) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 10'			\$308.15	\$354.35	\$396.85	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$554.65	\$637.85	\$714.40	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$831.95	\$956.75	\$1,071.55	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,109.30	\$1,275.70	\$1,428.80	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$539.25	\$620.15	\$694.55	

RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.90	\$6.80	\$7.60	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.45	\$6.25	\$7.00	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.95	\$5.70	\$6.40	

RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Order Special Cut when it is important that dye lots match.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.60	\$1.85	\$2.05	
50008	1" Padding		n/a	\$3.05	\$3.50	\$3.90	
50010	Visqueen		n/a	\$0.40	\$0.45	\$0.50	

ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.**Interested in Elevated Hardwood?** Contact us for a quote at: exhibits@shepardes.com.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

TOTAL ESTIMATE \$ _____**TAX** (All tax rates are subject to change) 8.25%**AMOUNT DUE** \$ _____Email completed form to: orders@shepardes.comshepardes.com



CORT

EVENTS

2023

TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT

FURNITURE











&

FLEXIBILITY

When you partner with CORT, you always get a tradeshow experience that goes beyond expectation. More responsiveness. More flexibility. More expertise. More of what exhibitors and show management need to set their company up for success. At the end of the day, we don't just rent furniture to fill an expo space, we deliver standout service that endures long after the booths are loaded into the truck. That's the power of more.

CORT Events. Experiences and beyond.

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TOP DESIGN TIPS

for
Tradeshow
Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1 Work Together

Enjoy communal tables that make it easy to network and build connections.



2 Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.

3 Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.



4 One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.



5 Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.



TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

6 **Highs from Lows**

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.



7 **Power up!**

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.



8 **In the Loop**

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.



9 **Make it Pop!**

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

10 **Create space**

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.



11 **Share the look.**

Increase your brand exposure by sharing eye-catching spaces on your social networks.



SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered



Palm Beach Sofa



Sterling Sofa



Valencia Sofa

CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair









Naples Chair - Powered















Sterling Chair







Valencia Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair














Swanson Swivel Chair



Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	Length: 27" Depth: 25" Height: 31" Seat Length: 18.5" Seat Depth: 21" Seat Height: 19"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	Black Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Wentworth Swivel Chair	WENCH	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"

GROUP SEATING



Blade Chair Collection

Brewer Chair



Chelsea Chair Collection



Christopher Chair

Duet Stack Chair

Laguna Chair

Lucent Chair

Malba Chair Collection







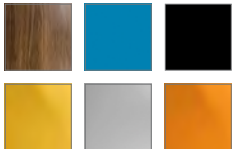
Marina Chair Collection


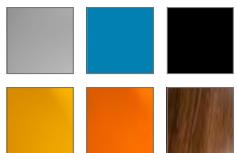




Razor Chair




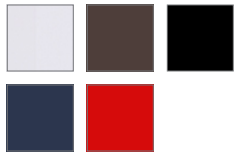


Rustique Chair



Syntax Chair







Zenith Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"
 	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"




Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Syntax Chair	CS4	Black, Chrome	Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"
	Zenith Chair	ZENCHR	White, Chrome	Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
 	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
 	Marche Swivel Ottoman	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Vibe Cube Ottoman	VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
				

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"

BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool









Syntax Barstool




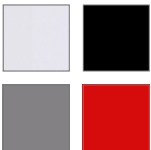

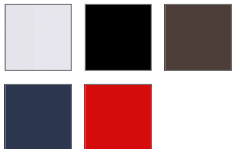








Zenith Barstool













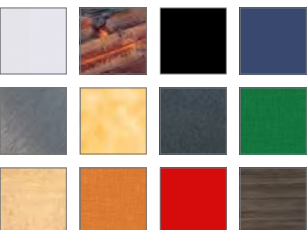
Zoey Barstool


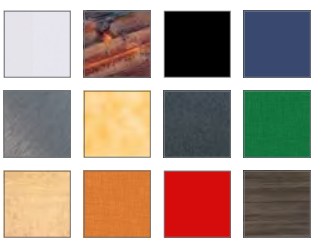






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 18" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"
 	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"
	Rustique Barstool	RSTSTL	Gunmetal	Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"
	Shark Barstool	BS001	White, Chrome	Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"
	Zoey Barstool	BS002	White, Chrome	Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 45"
 	30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 42"
	30" Round Bar Table, Powered	P30BWH	White Top, Black	Round: 30" Height: 42"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 45"
 	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 42"
 	30" Round Cafe Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"











Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"
 	30" Round Cafe Table, Powered	P30CWH	White Top, Black	Round: 30" Height: 29"
  	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	Round: 36" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Cafe Table w/ Standard Black Base	ZTQ 36BKSC ZTN ZTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 29"
	Rustique Square Metal Bar Table	RSTSQT	Gunmetal	Length: 23.75" Depth: 23.75" Height: 41.25"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"




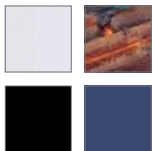

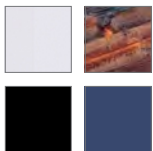








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	10' Table	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	8' Table	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: M8PWR Non-Powered: MADC08</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
 	5' Table	<p>Powered: C5PWR Non-Powered: CONF5</p> <p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: M5PWR Non-Powered: MADC05</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>









Product Image	Product Name	Product Code	Color/Materials	Dimensions
   	Adelaide Cocktail Table	Non-Powered: ADCTWH Powered: ADCTWP Non-Powered: ADCTBK Powered: ADCTBP ADCTGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
  	Adelaide End Table	ADETWH ADETBK ADETGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
  	Alondra Cocktail Table	ALC200 ALC100	Brandy Maple Top, Chrome Glass Top, Chrome	Length: 47" Depth: 24" Height: 17" Length: 47" Depth: 24" Height: 16"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Alondra End Table	ALE200	Brandy Maple Top, Chrome	Length: 20" Depth: 20" Height: 21"
		ALE100	Glass Top, Chrome	Length: 20" Depth: 20" Height: 20"
 	Geo Cocktail Table	C1FWB	Brandy Maple Top, Black Base	Length: 47" Depth: 24" Height: 17"
		C1C	Glass Top, Chrome Base	Length: 50" Depth: 22" Height: 16"
 	Geo End Table	E1FWB	Brandy Maple Top, Black Base	Length: 20" Depth: 20" Height: 21"
		E1C	Glass Top, Chrome Base	Length: 24" Depth: 24" Height: 20"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Mesa Cocktail Table	MESCTW MESCTB MESCTG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"
 	Mesa End Table	MESETW MESETB MESETG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"
	Regis End Table	REGOTT	Brushed Metal	Length: 16" Depth: 15.5" Height: 16.5"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	Round: 36" Height: 17"
	Silverado End Table	E1E	Glass Top, Chrome	Round: 24" Height: 22"
 	Sydney Cocktail Table	Non-Powered: C1W Powered: C1WP SYDWDC Non-Powered: C1Y Powered: C1YP SYDBEC	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 48" Depth: 26" Height: 18"
 	Sydney End Table	E1W SYDWDE E1Y SYDBEE	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 27" Depth: 23" Height: 22"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
 	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
 	Taos Side Table	TAOBWH TAOBWD TAOBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Timber Table	TMBTBL	Wood	Round: 16" Height: 17"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered 	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet 3 Drawer File Cabinet on Castors 	TECH3B TECH3	Black Metal, Black Laminate w/electrical unit Black Top, Black Metal	Length: 60" Depth: 30" Height: 30" Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 39.5" Depth: 1.5" Height: 72"













Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	Round: 42" Height: 29"
	42" Round Table	42BKCT	Black Top, Black	Round: 42" Height: 29"
	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver	Length: 60" Depth: 48" Height: 29"
	10' Table	Powered: C10PWR Non-Powered: CONF10	White Top, Silver	Length: 120" Depth: 48" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	Powered: C8PWR Non-Powered: CONF8	White Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: C5PWR Non-Powered: CONF5	White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	Powered: M10PWR Non-Powered: MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	Powered: M8PWR Non-Powered: MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	Powered: M5PWR Non-Powered: MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 42.25-44" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Task Stool	TASKST	Black Fabric, Black	Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In 	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted 	MTCPUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36" 	PDL36B	Black	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 36" 	PDL36W	White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42" 	PDL42B	Black	Length: 24" Depth: 24" Height: 42"
	Powered Locking Pedestal, 42" 	PDL42W	White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	Length: 48-70" Depth: 12" Height: 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	Length: 34" Depth: 11" Height: 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCHI	Black, Chrome	Length: 96" Height: 37"
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"



SOFT SEATING COLLECTIONS

2024 NRECA PowerXchange and TechAdvantage
T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$1,306.45	\$1,502.40	\$1,682.70	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$601.80	\$692.05	\$775.10	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$1,153.55	\$1,326.60	\$1,485.80	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base POWERED		\$1,437.50	\$1,653.10	\$1,851.45	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$923.45	\$1,061.95	\$1,189.40	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$1,108.60	\$1,274.90	\$1,427.90	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,147.45	\$1,319.55	\$1,477.90	
BSFWHT	Baja Sofa - White Vinyl		\$1,388.90	\$1,597.25	\$1,788.90	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$782.65	\$900.05	\$1,008.05	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$776.35	\$892.80	\$999.95	
NPLSOF	Naples Sofa - Black Vinyl		\$1,371.95	\$1,577.75	\$1,767.10	
NPLLOP	Naples Sofa - Black Vinyl POWERED		\$1,671.30	\$1,922.00	\$2,152.65	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,089.80	\$1,253.25	\$1,403.65	
STESOF	Sterling Sofa - Grey Fabric		\$1,293.80	\$1,487.85	\$1,666.40	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$730.15	\$839.65	\$940.40	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com
shepardes.com


2024 NRECA PowerXchange and TechAdvantage



Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ACCENT CHAIRS

T185860324
ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$805.00	\$925.75	\$1,036.85	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$667.15	\$767.20	\$859.25	
BCHWHT	Baja Chair - White Vinyl		\$891.80	\$1,025.55	\$1,148.60	
BOWCHA	Bowery Chair - Ochre Fabric		\$626.65	\$720.65	\$807.15	
CNTCHR	Century Chair - Gray Velvet		\$638.60	\$734.40	\$822.55	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$564.35	\$649.00	\$726.90	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$514.50	\$591.65	\$662.65	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$673.45	\$774.45	\$867.40	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$562.35	\$646.70	\$724.30	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,225.45	\$1,409.25	\$1,578.35	
MONCHA	Montreal Chair - Blue, Black Metal		\$688.60	\$791.90	\$886.95	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$926.05	\$1,064.95	\$1,192.75	
NPLCHP	Naples Chair - Black Vinyl  POWERED		\$1,038.35	\$1,194.10	\$1,337.40	
NPLCHR	Naples Chair - Black Vinyl		\$957.25	\$1,100.85	\$1,232.95	
STECOA	Sterling Chair - Gray Fabric		\$888.70	\$1,022.00	\$1,144.65	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$586.15	\$674.05	\$754.95	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$490.80	\$564.40	\$632.15	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base  POWERED		\$478.90	\$550.75	\$616.85	
VALCHA	Valencia Chair - Spice Orange Velvet		\$491.20	\$564.90	\$632.70	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$538.60	\$619.40	\$693.75	
BNMCOW	Brooklyn Meeting Chair - White		\$431.15	\$495.80	\$555.30	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		\$431.15	\$495.80	\$555.30	
BNMCSB	Brooklyn Meeting Chair - Black		\$404.80	\$465.50	\$521.35	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$404.80	\$465.50	\$521.35	
COCHTP	Cordoba Chair		\$646.65	\$743.65	\$832.90	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

INDIVIDUAL SEATING

T185860324
ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$110.50	\$127.05	\$142.30	
BLDCSB	Blade Chair - Sky Blue		\$110.50	\$127.05	\$142.30	
BLDCBK	Blade Chair - Black		\$94.30	\$108.45	\$121.45	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$213.90	\$246.00	\$275.50	
CCBTAZ	Chelsea Chair - Azure Blue, Black Tower Base		\$213.90	\$246.00	\$275.50	
CCSCBK	Chelsea Chair - Black, Black Swivel Base		\$213.90	\$246.00	\$275.50	
CCBTBK	Chelsea Chair - Black, Black Tower Base		\$213.90	\$246.00	\$275.50	
CCSCYL	Chelsea Chair - Goldenrod Yellow, Black Swivel Base		\$213.90	\$246.00	\$275.50	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$213.90	\$246.00	\$275.50	
CCSCGY	Chelsea Chair - Gray, Black Swivel Base		\$213.90	\$246.00	\$275.50	
CCBTGY	Chelsea Chair - Gray, Black Tower Base		\$213.90	\$246.00	\$275.50	
CCSCOR	Chelsea Chair - Orange, Black Swivel Base		\$213.90	\$246.00	\$275.50	
CCBTOR	Chelsea Chair - Orange, Black Tower Base		\$213.90	\$246.00	\$275.50	
CCSCWL	Chelsea Chair - Walnut, Black Swivel Base		\$213.90	\$246.00	\$275.50	
CCBTWL	Chelsea Chair - Walnut, Black Tower Base		\$213.90	\$246.00	\$275.50	
SC3	Brewer Chair - Onyx, Chrome		\$286.75	\$329.75	\$369.30	
XCHR	Christopher Chair - White Vinyl, Chrome		\$171.50	\$197.20	\$220.85	
DUET	Duet Stack Chair - Black, Chrome		\$106.05	\$121.95	\$136.60	
LMCHR	Laguna Chair - Maple, Chrome		\$243.25	\$279.75	\$313.30	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$297.60	\$342.25	\$383.30	
MALGRN	Malba Chair - Green, Chrome		\$187.10	\$215.15	\$240.95	
MALGRY	Malba Chair - Gray, Chrome		\$187.10	\$215.15	\$240.95	
MARCBF	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCVH	Marina Chair - White Vinyl, Brushed Metal		\$240.90	\$277.05	\$310.30	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$388.35	\$446.60	\$500.20	
SC10	Razor Armless Chair - White		\$127.90	\$147.10	\$164.75	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$215.10	\$247.35	\$277.05	
CS4	Syntax Chair - Black, Chrome		\$339.90	\$390.90	\$437.80	
ZENCHR	Zenith Chair - White, Chrome		\$274.35	\$315.50	\$353.35	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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BENCHES & OTTOMANS

2024 NRECA PowerXchange and TechAdvantage
T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$345.50	\$397.30	\$445.00	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$345.50	\$397.30	\$445.00	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$345.50	\$397.30	\$445.00	
BVSMCN	Beverly Small Bench Ottoman - Olive Green Fabric		\$345.50	\$397.30	\$445.00	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$345.50	\$397.30	\$445.00	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$345.50	\$397.30	\$445.00	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$345.50	\$397.30	\$445.00	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$345.50	\$397.30	\$445.00	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$345.50	\$397.30	\$445.00	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$345.50	\$397.30	\$445.00	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$345.50	\$397.30	\$445.00	
BVLYBK	Beverly Bench - Black Vinyl		\$661.00	\$760.15	\$851.35	
BVLYBN	Beverly Bench - Brown Fabric		\$661.00	\$760.15	\$851.35	
BVLYGR	Beverly Bench - Grey Fabric		\$661.00	\$760.15	\$851.35	
BVLYLN	Beverly Bench - Linen Fabric		\$661.00	\$760.15	\$851.35	
BVLYOB	Beverly Bench - Ocean Fabric		\$661.00	\$760.15	\$851.35	
BVLYRD	Beverly Bench - Red Fabric		\$661.00	\$760.15	\$851.35	
BVLYWH	Beverly Bench - White Vinyl		\$661.00	\$760.15	\$851.35	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$470.80	\$541.40	\$606.35	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$685.95	\$788.85	\$883.50	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$685.95	\$788.85	\$883.50	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$430.35	\$494.90	\$554.30	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$430.35	\$494.90	\$554.30	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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CUBE & SWIVEL OTTOMANS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$230.80	\$265.40	\$297.25	
VIB02	Vibe Cube - Blue		\$230.80	\$265.40	\$297.25	
VIB04	Vibe Cube - Red		\$230.80	\$265.40	\$297.25	
VIB05	Vibe Cube - Yellow		\$230.80	\$265.40	\$297.25	
VIB08	Vibe Cube - Orange		\$230.80	\$265.40	\$297.25	
VIB09	Vibe Cube - White Waterproof		\$230.80	\$265.40	\$297.25	
VIB10	Vibe Cube - Black Waterproof		\$230.80	\$265.40	\$297.25	
VIB11	Vibe Cube - Steel Blue Vinyl		\$230.80	\$265.40	\$297.25	
VIB12	Vibe Cube - Silver Vinyl		\$230.80	\$265.40	\$297.25	
VIB13	Vibe Cube - Purple Vinyl		\$230.80	\$265.40	\$297.25	
VIB14	Vibe Cube - Cirtus Green		\$230.80	\$265.40	\$297.25	
VIB15	Vibe Cube - Taupe Vinyl		\$230.80	\$265.40	\$297.25	
VIB16	Vibe Cube - Spice Orange		\$230.80	\$265.40	\$297.25	
VIB17	Vibe Cube - Desert Rose		\$230.80	\$265.40	\$297.25	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$305.50	\$351.30	\$393.45	
MAR002	Marche Swivel - Grey		\$305.50	\$351.30	\$393.45	
MAR003	Marche Swivel - Linen		\$305.50	\$351.30	\$393.45	
MAR004	Marche Swivel - Raspberry		\$305.50	\$351.30	\$393.45	
MAR005	Marche Swivel - Red		\$305.50	\$351.30	\$393.45	
MAR006	Marche Swivel - Rose Qtz		\$305.50	\$351.30	\$393.45	
MAR007	Marche Swivel - Plum		\$305.50	\$351.30	\$393.45	
MAR008	Marche Swivel - Meadow Green		\$305.50	\$351.30	\$393.45	
MAR009	Marche Swivel - Pear		\$305.50	\$351.30	\$393.45	
MAR010	Marche Swivel - Blue		\$305.50	\$351.30	\$393.45	
MAR011	Marche Swivel - Orange		\$305.50	\$351.30	\$393.45	
MAR012	Marche Swivel - Forest Green		\$305.50	\$351.30	\$393.45	
MAR013	Marche Swivel - Teal Velvet		\$305.50	\$351.30	\$393.45	
MAR014	Marche Swivel - Distressed Brown		\$305.50	\$351.30	\$393.45	
MAR015	Marche Swivel - Black Vinyl		\$305.50	\$351.30	\$393.45	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$305.50	\$351.30	\$393.45	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

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ACCENT TABLES: COCKTAIL & END

2024 NRECA PowerXchange and TechAdvantage
T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$358.80	\$412.60	\$462.10	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$358.80	\$412.60	\$462.10	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$358.80	\$412.60	\$462.10	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver POWERED		\$496.80	\$571.30	\$639.85	
ADCTWP	Adelaide Cocktail Table - White Top, Silver POWERED		\$496.80	\$571.30	\$639.85	
ALCI00	Alondra Cocktail Table - Glass Top, Chrome		\$548.70	\$631.00	\$706.70	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$548.70	\$631.00	\$706.70	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$411.60	\$473.35	\$530.15	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$480.20	\$552.25	\$618.50	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$317.85	\$365.55	\$409.40	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$317.85	\$365.55	\$409.40	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$317.85	\$365.55	\$409.40	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$455.25	\$523.55	\$586.40	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$461.45	\$530.65	\$594.35	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$461.45	\$530.65	\$594.35	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel POWERED		\$586.15	\$674.05	\$754.95	
CYP	Sydney Cocktail Table - Black Top, Brushed Steel POWERED		\$586.15	\$674.05	\$754.95	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$467.70	\$537.85	\$602.40	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$425.15	\$488.90	\$547.55	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX


March 4 - 6, 2024

ACCENT TABLES: SIDE

T185860324
ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		\$347.30	\$399.40	\$447.35	
ADETGTL	Adelaide End Table - Glass Top, Silver		\$347.30	\$399.40	\$447.35	
ADETWH	Adelaide End Table - White Top, Silver		\$347.30	\$399.40	\$447.35	
ALE100	Alondra End Table - Glass Top, Chrome		\$396.00	\$455.40	\$510.05	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$396.00	\$455.40	\$510.05	
CUBPOW	Wireless Charging Table - White, AC Plug In  POWERED		\$705.80	\$811.65	\$909.05	
EIC	Geo End Table - Glass Top, Chrome		\$405.35	\$466.15	\$522.10	
E1FWB	Geo End Table - Brandy Maple Top, Black		\$417.80	\$480.45	\$538.10	
MESETB	Mesa End Table - Black Top, Bronze		\$210.00	\$241.50	\$270.50	
MESETG	Mesa End Table - Glass Top, Bronze		\$210.00	\$241.50	\$270.50	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$210.00	\$241.50	\$270.50	
REGOTT	Regis End Table - Brushed Metal		\$346.15	\$398.05	\$445.80	
EIE	Silverado End Table - Glass, Chrome		\$433.40	\$498.40	\$558.20	
E1W	Sydney End Table - White Top, Brushed Steel		\$417.80	\$480.45	\$538.10	
E1Y	Sydney End Table - Black Top, Brushed Steel		\$417.80	\$480.45	\$538.10	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$411.00	\$472.65	\$529.35	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$411.00	\$472.65	\$529.35	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$236.90	\$272.45	\$305.15	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$211.90	\$243.70	\$272.95	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$211.90	\$243.70	\$272.95	
SEDBWH	Sedona Side Table - White Top, Bronze		\$211.90	\$243.70	\$272.95	
TAOBBK	Taos Side Table - Black Top, Bronze		\$211.90	\$243.70	\$272.95	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$211.90	\$243.70	\$272.95	
TAOBWH	Taos Side Table - White Top, Bronze		\$211.90	\$243.70	\$272.95	
TMBTBL	Timber Table - Wood		\$280.65	\$322.75	\$361.50	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

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BAR TABLES, BARS & COUNTERS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$411.00	\$472.65	\$529.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$411.00	\$472.65	\$529.35	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$411.00	\$472.65	\$529.35	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$411.00	\$472.65	\$529.35	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$411.00	\$472.65	\$529.35	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$411.00	\$472.65	\$529.35	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$427.10	\$491.15	\$550.10	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$411.00	\$472.65	\$529.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$405.35	\$466.15	\$522.10	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$405.35	\$466.15	\$522.10	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$405.35	\$466.15	\$522.10	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$405.35	\$466.15	\$522.10	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		\$830.35	\$954.90	\$1,069.50	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$405.35	\$466.15	\$522.10	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$433.40	\$498.40	\$558.20	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$433.40	\$498.40	\$558.20	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$433.40	\$498.40	\$558.20	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$496.10	\$570.50	\$638.95	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$496.10	\$570.50	\$638.95	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$496.10	\$570.50	\$638.95	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$492.65	\$566.55	\$634.55	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$492.65	\$566.55	\$634.55	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$496.10	\$570.50	\$638.95	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$496.10	\$570.50	\$638.95	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$496.10	\$570.50	\$638.95	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$533.25	\$613.25	\$686.85	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$496.10	\$570.50	\$638.95	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$492.65	\$566.55	\$634.55	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$496.10	\$570.50	\$638.95	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$536.30	\$616.75	\$690.75	



BAR TABLES, BARS & COUNTERS CONTINUED

2024 NRECA PowerXchange and TechAdvantage
T185860324


Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$411.00	\$472.65	\$529.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$411.00	\$472.65	\$529.35	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$411.00	\$472.65	\$529.35	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$411.00	\$472.65	\$529.35	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$411.00	\$472.65	\$529.35	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$411.00	\$472.65	\$529.35	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$427.10	\$491.15	\$550.10	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$411.00	\$472.65	\$529.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$405.35	\$466.15	\$522.10	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$405.35	\$466.15	\$522.10	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$405.35	\$466.15	\$522.10	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$405.35	\$466.15	\$522.10	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$830.35	\$954.90	\$1,069.50	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$405.35	\$466.15	\$522.10	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$433.40	\$498.40	\$558.20	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$433.40	\$498.40	\$558.20	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$433.40	\$498.40	\$558.20	

30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$496.10	\$570.50	\$638.95	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$496.10	\$570.50	\$638.95	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$496.10	\$570.50	\$638.95	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$492.65	\$566.55	\$634.55	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$492.65	\$566.55	\$634.55	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$496.10	\$570.50	\$638.95	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$496.10	\$570.50	\$638.95	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$496.10	\$570.50	\$638.95	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$533.25	\$613.25	\$686.85	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$496.10	\$570.50	\$638.95	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$492.65	\$566.55	\$634.55	

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


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BAR TABLES, BARS & COUNTERS CONTINUED

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$496.10	\$570.50	\$638.95	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$536.30	\$616.75	\$690.75	

Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$449.00	\$516.35	\$578.30	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,284.65	\$1,477.35	\$1,654.65	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,284.65	\$1,477.35	\$1,654.65	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,423.50	\$2,787.00	\$3,121.45	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,267.70	\$2,607.85	\$2,920.80	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,423.50	\$2,787.00	\$3,121.45	
MTCFUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,281.85	\$2,624.15	\$2,939.05	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024


CAFÉ TABLES

T185860324

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$368.50	\$423.75	\$474.60	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$368.50	\$423.75	\$474.60	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$368.50	\$423.75	\$474.60	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$368.50	\$423.75	\$474.60	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$368.50	\$423.75	\$474.60	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$368.50	\$423.75	\$474.60	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$389.75	\$448.20	\$502.00	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$368.50	\$423.75	\$474.60	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$380.35	\$437.40	\$489.90	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$367.95	\$423.15	\$473.95	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$367.95	\$423.15	\$473.95	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$367.95	\$423.15	\$473.95	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top  POWERED		\$830.35	\$954.90	\$1,069.50	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$402.20	\$462.55	\$518.05	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$402.20	\$462.55	\$518.05	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$402.20	\$462.55	\$518.05	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$402.20	\$462.55	\$518.05	

30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$495.35	\$569.65	\$638.00	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$496.10	\$570.50	\$638.95	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$495.35	\$569.65	\$638.00	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$492.65	\$566.55	\$634.55	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$495.35	\$569.65	\$638.00	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$492.65	\$566.55	\$634.55	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$495.35	\$569.65	\$638.00	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$496.10	\$570.50	\$638.95	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$533.25	\$613.25	\$686.85	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$495.35	\$569.65	\$638.00	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$492.65	\$566.55	\$634.55	


2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

CAFÉ TABLES CONTINUED



T185860324
ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$536.30	\$616.75	\$690.75	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$536.30	\$616.75	\$690.75	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver  POWERED		\$949.55	\$1,092.00	\$1,223.05	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver  POWERED		\$949.55	\$1,092.00	\$1,223.05	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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BAR STOOLS

T185860324
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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$408.50	\$469.75	\$526.10	
BST	Banana Barstool - White, Chrome		\$408.50	\$469.75	\$526.10	
BLDBRD	Blade Barstool - Red		\$212.60	\$244.50	\$273.85	
BLDBSB	Blade Barstool - Sky Blue		\$212.60	\$244.50	\$273.85	
BLDBBK	Blade Barstool - Black		\$181.70	\$208.95	\$234.00	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$213.90	\$246.00	\$275.50	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$213.90	\$246.00	\$275.50	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$213.90	\$246.00	\$275.50	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$213.90	\$246.00	\$275.50	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$213.90	\$246.00	\$275.50	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$213.90	\$246.00	\$275.50	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$296.15	\$340.55	\$381.40	
LMBAR	Laguna Barstool - Maple, Chrome		\$305.50	\$351.30	\$393.45	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$425.15	\$488.90	\$547.55	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$345.50	\$397.30	\$445.00	
RSTSTL	Rustique Barstool - Gunmetal		\$236.90	\$272.45	\$305.15	
BS001	Shark Barstool - White, Chrome		\$520.65	\$598.75	\$670.60	
BSR	Syntax Barstool - Black, Chrome		\$371.05	\$426.70	\$477.90	
ZENBAR	Zenith Barstool - White, Chrome		\$274.35	\$315.50	\$353.35	
BS002	Zoey Barstool - White, Chrome		\$477.10	\$548.65	\$614.50	

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TOTAL ESTIMATE	\$ _____
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CONFERENCE & WORK TABLES

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

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Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCTSN	5' Table - Black Top, Silver		\$533.75	\$613.80	\$687.45	
BKCTSP	5' Table - Black Top, Silver POWERED		\$691.00	\$794.65	\$890.00	
CONF5	5' Table - White Top, Silver		\$625.60	\$719.45	\$805.80	
C5PWR	5' Table - White Top, Silver POWERED		\$738.30	\$849.05	\$950.95	
BKCT8N	8' Table - Black Top, Silver		\$1,062.65	\$1,222.05	\$1,368.70	
BKCT8P	8' Table - Black Top, Silver POWERED		\$1,327.15	\$1,526.20	\$1,709.35	
CONF8	8' Table - White Top, Silver		\$1,186.80	\$1,364.80	\$1,528.60	
C8PWR	8' Table - White Top, Silver POWERED		\$1,421.40	\$1,634.60	\$1,830.75	
BKCT10N	10' Table - Black Top, Silver		\$1,062.65	\$1,222.05	\$1,368.70	
BKCT10P	10' Table - Black Top, Silver POWERED		\$1,327.15	\$1,526.20	\$1,709.35	
CONF10	10' Table - White Top, Silver		\$1,186.80	\$1,364.80	\$1,528.60	
C10PWR	10' Table - White Top, Silver POWERED		\$1,421.40	\$1,634.60	\$1,830.75	
CB8	42" Round Madison Table - Gray Acajou, Black		\$556.75	\$640.25	\$717.10	
42BKCT	42" Round Table - Black Top, Black		\$572.45	\$658.30	\$737.30	
CONF42	42" Round Table - White Top		\$629.90	\$724.40	\$811.35	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$520.65	\$598.75	\$670.60	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$520.65	\$598.75	\$670.60	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$738.95	\$849.80	\$951.80	
CF2	Geo Table, Rectangle - Glass Top, Black		\$738.95	\$849.80	\$951.80	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$520.65	\$598.75	\$670.60	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$520.65	\$598.75	\$670.60	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$788.85	\$907.20	\$1,016.05	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,574.60	\$1,810.80	\$2,028.10	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,574.60	\$1,810.80	\$2,028.10	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$542.55	\$623.95	\$698.80	

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.) *NOTE: Items may be discontinued without notice at any time.*

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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EXECUTIVE SEATING, DESKS & STORAGE

2024 NRECA PowerXchange and TechAdvantage
T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024



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Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$454.10	\$522.20	\$584.85	
GENCHA	Genesis Chair - Black		\$396.30	\$455.75	\$510.45	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$427.10	\$491.15	\$550.10	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$608.00	\$699.20	\$783.10	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$608.00	\$699.20	\$783.10	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$399.10	\$458.95	\$514.00	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$386.65	\$444.65	\$498.00	
TASKST	Task Stool - Black Fabric, Black		\$240.90	\$277.05	\$310.30	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit  POWERED		\$738.95	\$849.80	\$951.80	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit  POWERED		\$913.60	\$1,050.65	\$1,176.75	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$994.70	\$1,143.90	\$1,281.15	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$720.20	\$828.25	\$927.65	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$243.25	\$279.75	\$313.30	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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DIVIDERS
T185860324

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$722.75	\$831.15	\$930.90	
HDG7FT	7' Boxwood Hedge		\$1,176.40	\$1,352.85	\$1,515.20	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$64.35	\$74.00	\$82.90	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$73.85	\$84.95	\$95.15	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$207.30	\$238.40	\$267.00	
DIVFRE	Freestanding Divider - Clear, Silver		\$417.00	\$479.55	\$537.10	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$833.90	\$959.00	\$1,074.10	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$417.00	\$479.55	\$537.10	
DIVFST	Sofa/Table Divider - Clear, Silver		\$374.10	\$430.20	\$481.80	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$519.40	\$597.30	\$669.00	
MIRWHT	Miramar Divider - White Molded Plastic		\$533.75	\$613.80	\$687.45	

NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

BOOTH NUMBER: _____



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ACCESSORIES

T185860324

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream POWERED		\$312.10	\$358.90	\$401.95	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$236.90	\$272.45	\$305.15	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$361.65	\$415.90	\$465.80	

Pedestals

PDL36B	36" Locking Pedestal - Black POWERED		\$826.30	\$950.25	\$1,064.30	
PDL36W	36" Locking Pedestal - White POWERED		\$826.30	\$950.25	\$1,064.30	
PDL42B	42" Locking Pedestal - Black POWERED		\$979.05	\$1,125.90	\$1,261.00	
PDL42W	42" Locking Pedestal - White POWERED		\$979.05	\$1,125.90	\$1,261.00	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$845.00	\$971.75	\$1,088.35	
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= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.
NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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shepardes.com



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

GRAPHICS & SIGNS

T185860324

DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

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

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

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$230.50	\$265.05	\$296.85	
70010	22" x 28" Horizontal		\$230.50	\$265.05	\$296.85	
70011	28" x 44" Vertical		\$351.10	\$403.75	\$452.20	
70012	28" x 44" Horizontal		\$351.10	\$403.75	\$452.20	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$710.55	\$817.15	\$915.20	
70138	39" x 84" Meter Board, Ultraboard		\$412.80	\$474.70	\$531.65	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$29.20	\$33.60	\$37.65	
70071	Horizontal with Grommets		\$29.20	\$33.60	\$37.65	
70066	Vertical with Pockets		\$31.45	\$36.15	\$40.50	
70072	Horizontal with Pockets		\$31.45	\$36.15	\$40.50	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$245.20	\$282.00	\$315.85	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$62.55	\$71.95	\$80.60	
70021	Velcro/per ft. (Minimum of 5')		\$4.00	\$4.60	\$5.15	
70004	7" x 44" ID Sign		\$68.95	\$79.30	\$88.80	
50094	Floor Easel		\$61.80	\$71.05	\$79.60	
50095	22" x 28" Chrome Sign Holder		\$140.65	\$161.75	\$181.15	
50508	Cardboard Meter Board Base, Black		\$27.50	\$31.60	\$35.40	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

T185860324

March 4 - 6, 2024

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

Before Sending Files

1. Please name your files for easy identification using the following format:

Company Name_Booth#_Panel Letter

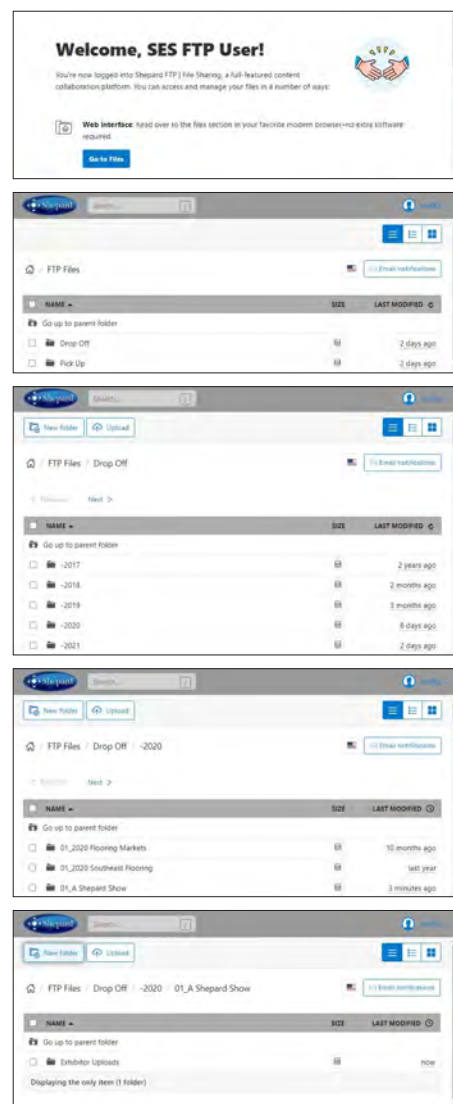
example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

1. Go to: files.shepardes.com.
2. Login to the FTP site.
User Name = sesftp
Password = ftpftp
3. Click the [Go to Files](#) button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:
Year → Month → Show Name → Exhibitor Uploads
example: 2020 → 01_Shepard Show → Exhibitor Uploads
6. Upload files by drag and drop OR by selecting the [Upload](#) button and browse to the files you want to upload.
NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to:
orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.
With Shepard, You Can.





Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
example: DESIGNED AT 50%
- 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.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Photoshop	.psd .tiff .jpeg .eps	Raster artwork. Must be built in CMYK color space.

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- 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.



RGB Color Space.



CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check “Copy Fonts” and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check “Copy Linked Graphics” and submit all images with your artwork.

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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 Illustrator and used for creation of logos and icons.

Raster

- Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi 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 Photoshop and is most often used for photographic images.



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

*examples: 1:1 or 100% - resolution no less than 150 dpi
2:1 or 50% - resolution no less than 300 dpi
4:1 or 25% - resolution no less than 600 dpi*

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster_22x28.pdf
Panel A_1920x898_Qty3.pdf
Shepard_Booth1905_Panel A.pdf*

- Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

Website: files.shepardes.com

Login: **sesftp**

Password: **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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



2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

SHIELDS & BARRIERS

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

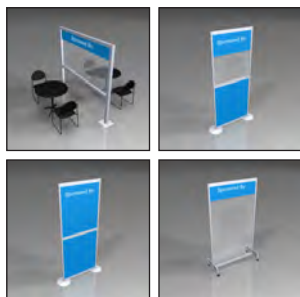
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$425.90	\$489.80	\$548.60	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$524.15	\$602.75	\$675.10	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$655.20	\$753.50	\$843.90	



Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$655.20	\$753.50	\$843.90	
66655	Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$458.70	\$527.50	\$590.80	
66656	Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$393.15	\$452.10	\$506.35	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$819.05	\$941.90	\$1,054.95	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$491.45	\$565.15	\$632.95	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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EXHIBIT COUNTER RENTALS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

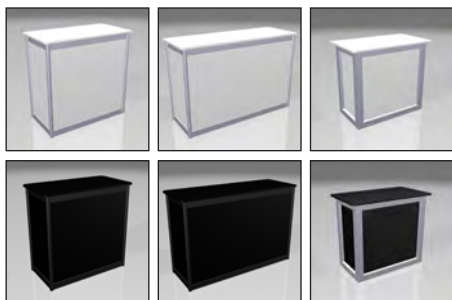
ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

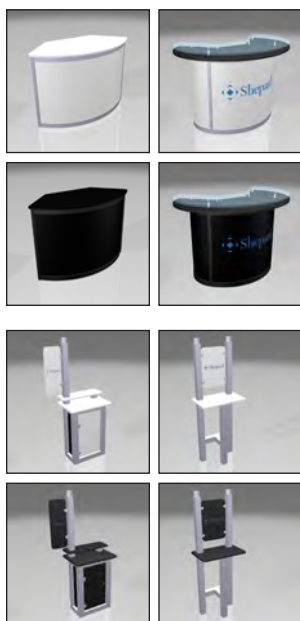
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$1,077.65	\$1,239.30	\$1,388.00	
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,307.70	\$1,503.85	\$1,684.30	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$794.95	\$914.20	\$1,023.90	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,108.20	\$1,274.45	\$1,427.40	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,404.00	\$2,764.60	\$3,096.35	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,398.05	\$1,607.75	\$1,800.70	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$814.90	\$937.15	\$1,049.60	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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All orders canceled 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.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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PRODUCT DISPLAYS & CHARGING STATION RENTALS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

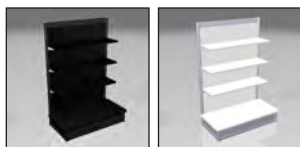
ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1'3" (d)		\$755.20	\$868.50	\$972.70	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$746.50	\$858.45	\$961.45	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,286.80	\$1,479.80	\$1,657.40	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,453.95	\$1,672.05	\$1,872.70	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,569.25	\$1,804.65	\$2,021.20	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,470.20	\$2,840.75	\$3,181.65	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$367.15	\$422.20	\$472.85
66149	4' x 8' Pegboard Panel (PerfV)		\$367.15	\$422.20	\$472.85
50104	6" Pegs - 1 dozen (6"Pegs)		\$59.95	\$68.95	\$77.20
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$367.15	\$422.20	\$472.85

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



INLINE BOOTH RENTALS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Turnkey Rental Designs Make Exhibiting Easier!

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.

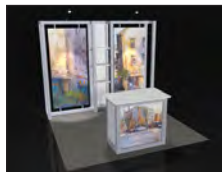
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



The Eddie



The Jonathon



The Pierce



The Madison



The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,383.40	\$5,040.90	\$5,645.80	
66471	The Eddie - 10' x 20'		\$7,138.00	\$8,208.70	\$9,193.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,057.95	\$3,516.65	\$3,938.65	
66475	The Jonathon - 10' x 20'		\$5,352.65	\$6,155.55	\$6,894.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,793.05	\$4,362.00	\$4,885.45	
66478	The Pierce - 10' x 20'		\$7,201.95	\$8,282.25	\$9,276.10	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,599.70	\$5,289.65	\$5,924.40	
66485	The Madison - 10' x 20'		\$5,451.45	\$6,269.15	\$7,021.45	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,855.15	\$5,583.40	\$6,253.40	
66487	The Grant - 10' x 20'		\$6,729.15	\$7,738.50	\$8,667.10	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,463.45	\$5,132.95	\$5,748.90	
66493	The Harrison - 10' x 20'		\$6,558.75	\$7,542.55	\$8,447.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,110.25	\$3,576.80	\$4,006.00	
66468	The Hamilton - 10' x 20'		\$5,448.80	\$6,266.10	\$7,018.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,810.95	\$3,232.60	\$3,620.50	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



FABEX BOOTH RENTALS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$2,890.40	\$3,323.95	\$3,722.80	
66561	10' x 10' Booth with Header (FX2H1)		\$3,536.70	\$4,067.20	\$4,555.25	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$5,010.05	\$5,761.55	\$6,452.95	
66567	10' x 20' Booth with Header (FX2H2)		\$5,588.20	\$6,426.45	\$7,197.60	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



FABEX BACKLIT BOOTH RENTALS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

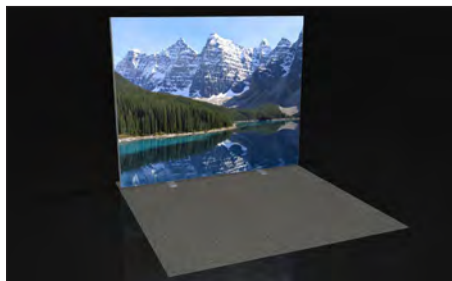
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

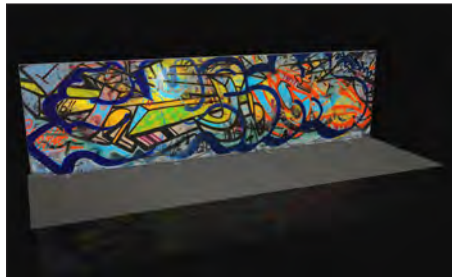
Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$2,914.55	\$3,351.75	\$3,753.95	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$4,504.20	\$5,179.85	\$5,801.45	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$6,093.90	\$7,008.00	\$7,848.95	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



ISLAND BOOTH RENTALS

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

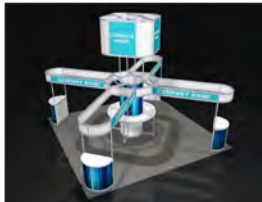
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

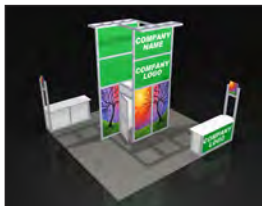
Please contact an Exhibit Team member with any questions.



The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$11,158.40	\$12,832.15	\$14,372.00	
66368	The Washington		\$16,013.70	\$18,415.75	\$20,625.65	
66495	The Tyler		\$11,916.60	\$13,704.10	\$15,348.60	
66496	The Garfield		\$11,669.45	\$13,419.85	\$15,030.25	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

FABRIC HANGING SIGNS

T185860324

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 2, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

** Rigging not included

DON'T FORGET!

To place an order for building and hanging your sign!!



Circle

Circle Hanging Signs

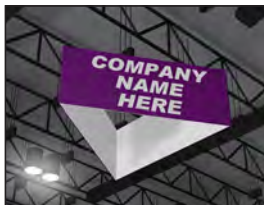
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$7,027.30	\$8,081.40	\$9,051.15	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$11,168.75	\$12,844.05	\$14,385.35	



Square

Square Hanging Sign

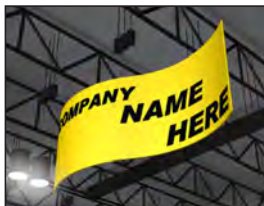
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,545.20	\$9,827.00	\$11,006.25	



Triangle

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,914.80	\$7,952.00	\$8,906.25	



Wave

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,045.20	\$3,502.00	\$3,922.25	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,052.20	\$4,660.05	\$5,219.25	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



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.

Signs weighing over 200 pounds may require a motor and other additional charges.

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.

Each facility is different and 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.

If you require a reflective ceiling plot (RCP). We can design one for you for an additional design fee.

Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal 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, February 26, 2024**

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.



STRUCTURAL INTEGRITY STATEMENT

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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, I 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:

Henry B. Gonzalez Convention Center

237 Tower of the Americas Way

San Antonio, TX 78205

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 NAME: _____ BOOTH NUMBER: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____



Email completed form to: overheadrigging@shepardes.com

shepardes.com



HANG SIGN ASSEMBLY/DISASSEMBLY

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: _____

WEIGHT: _____

DIMENSIONS: _____ X _____

Step 2. Order assembly/disassembly labor.

Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$142.50	\$163.90	\$183.55	
69151	OT		\$213.75	\$245.80	\$275.30	
69152	DT		\$285.00	\$327.75	\$367.10	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$142.50	\$163.90	\$183.55	
69154	OT		\$213.75	\$245.80	\$275.30	
69155	DT		\$285.00	\$327.75	\$367.10	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

Important Information

This order form is for sign assembly/disassembly only. You will need to order rigging via the appropriate party. If Shepard is responsible for the rigging of signs, please complete the following form. If another party is handling the rigging, please order services via their forms or website.

Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$185.25	\$213.05	\$238.60	
69191	OT		\$277.88	\$319.55	\$357.90	
69192	DT		\$370.50	\$426.10	\$477.25	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$185.25	\$213.05	\$238.60	
69194	OT		\$277.88	\$319.55	\$357.90	
69195	DT		\$370.50	\$426.10	\$477.25	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____


2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

T185860324

OVERHEAD RIGGING LABOR

ONLINE & DISCOUNT DEADLINE:*MONDAY, FEBRUARY 12, 2024

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Labor Hours

Straight Time (ST):

Monday - Friday | 8:00AM - 5:00PM

Overtime (OT):

Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT):

Holidays

Holidays:

New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day,

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: _____

DIMENSIONS: Length: _____ Height: _____ Width: _____

WEIGHT: _____

Step 2. 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.

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

OVERHEAD RIGGING INSTALLATION & REMOVAL						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL
69156	Rigging Install		\$985.00	\$1,132.75	\$1,268.70	
69157	Rigging Removal		\$985.00	\$1,132.75	\$1,268.70	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: overheadrigging@shepardes.com
shepardes.com

LABOR RULES & REGULATIONS

San Antonio, Austin, and South Texas

LABOR

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

EXHIBIT LABOR JURISDICTION

Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. 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.

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



2024 NRECA PowerXchange and TechAdvantage

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

SHEPARD BLUE LABOR

T185860324

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$148.20	\$170.45	\$190.90	
68067	OT	\$222.30	\$255.65	\$286.35	
68068	DT	\$296.40	\$340.85	\$381.75	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$148.20	\$170.45	\$190.90	
68071	OT	\$222.30	\$255.65	\$286.35	
68072	DT	\$296.40	\$340.85	\$381.75	

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

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$985.00	\$1,132.75	\$1,268.70	
68121	Scissor Lift Removal		\$985.00	\$1,132.75	\$1,268.70	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

- ☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling
☐ Scissor Lift Install ☐ Scissor Lift Removal ☐ Scissor Lift Install & Removal

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS

☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____

GRAPHICS

☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.***

**** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

METHOD: ☐ Ground ☐ 2-Day Air ☐ Next Day Air ☐ Other

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup (\$400 minimum charge)



EXHIBITOR SUPERVISED LABOR

2024 NRECA PowerXchange and TechAdvantage

T185860324

Henry B. Gonzalez Convention Center | San Antonio, TX

March 4 - 6, 2024

ONLINE & DISCOUNT DEADLINE:* MONDAY, FEBRUARY 12, 2024

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$114.00	\$131.10	\$146.85	
68061	OT	\$171.00	\$196.65	\$220.25	
68062	DT	\$228.00	\$262.20	\$293.65	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$114.00	\$131.10	\$146.85	
68064	OT	\$171.00	\$196.65	\$220.25	
68065	DT	\$228.00	\$262.20	\$293.65	

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders canceled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

TechAdvantage 2024

March 4-6, 2024

HENRY B. GONZÁLEZ CONVENTION CENTER



ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

02 / 12 / 2024

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-SanAntonio@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • sanantonio@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 02/12/24



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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

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

Advance Payment Deadline Date: 02/12/24



The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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 accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase
Routing #: 322271627 Acct #: 789835573
Account Name: Edlen Electrical Exhibition Services, Inc

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 *

Domestic & International JPMorgan Chase * Reference the Event #
Routing #: 021000021 Acct #: 789835573 listed above and your
Reference Address: 383 Madison Ave Booth # on all electronic
New York, NY 10017 payments.
Swift Code: CHASUS33
Account Name: Edlen Electrical Exhibition Services, Inc

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

☐ MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ www.edlen.com

☐ CREDIT CARD

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.

☐ 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. Reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

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:
----------	-------	-----	------

SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING 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, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 02/12/24

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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 need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for 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 #16, 22 & 23 on our Terms & Conditions 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)			98.00	147.00	
1000 WATTS (10 AMPS)			175.00	263.00	
1500 WATTS (15 AMPS)			204.00	306.00	
2000 WATTS (20 AMPS)			236.00	387.00	
208 VOLT SINGLE PHASE					
20 AMPS			443.00	665.00	
30 AMPS			527.00	791.00	
60 AMPS			695.00	1043.00	
208 VOLT THREE PHASE					
20 AMPS			592.00	888.00	
30 AMPS			704.00	1054.00	
60 AMPS			929.00	1394.00	
100 AMPS			1220.00	1830.00	
200 AMPS			1282.00	1923.00	
400 AMPS			2238.00	3357.00	
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			782.00	1173.00	
30 AMPS			868.00	1302.00	
60 AMPS			920.00	1380.00	
100 AMPS			1130.00	1695.00	

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

15' EXTENSION CORD		35.00	
POWER STRIP		35.00	

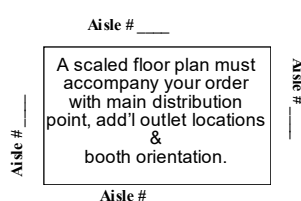
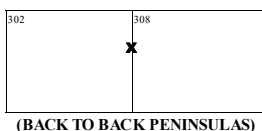
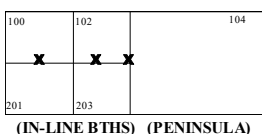
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

SAN ANTONIO ELECTRICAL TERMS & CONDITIONS

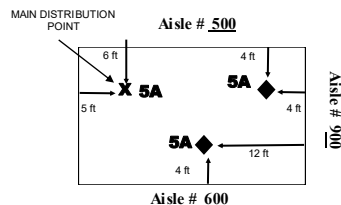
- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance 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.
- To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 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 of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- 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.
- 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.
- 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.
- There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
- 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) 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.
- Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- For a dedicated outlet, order a 20 amp outlet.
- No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 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.
- 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.
- 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 assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

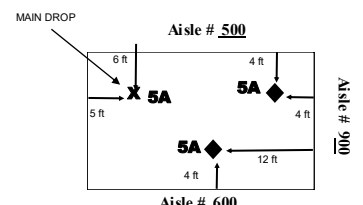
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



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 ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 02/12/24



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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 Form

There is a different form 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 truss
7. Motor, truss, rigging installation and cabling

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: 02/12/24



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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:

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. 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.
- D. 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?

A. Date: _____ Time: _____

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

A. Describe flooring: _____

B. 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 and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

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
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$110.00	
		OT	\$220.00	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	LIFT RENTAL		
		HOURS	RATE	TOTAL
			\$250.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 02/12/24



The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / 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

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.

Straight Time Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.

Overtime Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$110.00	
OT	\$220.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	\$250.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

TechAdvantage 2024

March 4-6, 2024

HENRY B. GONZÁLEZ CONVENTION CENTER



ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

02 / 12 / 2024

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-SanAntonio@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • sanantonio@edlen.com • www.edlen.com

PLUMBING ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 02/12/24

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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 ramping 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 without Edlen plumbers.

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)	\$479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	

CFM REQUIREMENTS**Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.**

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate 10.00	=	
Total CFM _____ x REGULAR Rate 15.00	=	

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	
# 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	479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	
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	188.00	281.00	
51 – 200 Gallons	337.00	556.00	
201 – 500 Gallons	618.00	927.00	
Each additional 100 Gallons up to 1,000 Gallons	62.00	93.00	

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 #5 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 02/12/24



ELECTRICAL EXHIBITION SERVICES
5811 La Colonia, San Antonio, Texas 78218
Phone: (210)662-9450 Fax: (210)662-9640
sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

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 HOURS	RATE	TOTAL
ST	\$115.00	
OT	\$230.00	

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:

EXHIBITOR:		BTH #	
EVENT:	TechAdvantage 2024		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	March 4-6, 2024	EVENT #034007SA	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	W = Water A = Air
Peninsula _____	Total Square Footage = _____	D = Drain AC = Addt'l connection

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____

SAN ANTONIO PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not 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. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. 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.
5. 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.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. 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.
9. 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.
10. 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.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. 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.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. 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.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. 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.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ WWW.EDLEN.COM
or call the number on the Plumbing Order form

* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



INTERNET SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: NRECA PowerXchange & TechAdvantage 2024	
Billing Company Name:		Show Start Date: March 4, 2024	Show End Date: March 6, 2024	
Billing Company Address:		INCENTIVE ORDER DEADLINE: February 17, 2024		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

BASIC INTERNET, **NOT FOR STREAMING**

QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 1 Private IP Address, Routers PROHIBITED and will not work

1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for Light Internet Usage

\$895

\$1,140

\$1,368

Additional Device(s), Per Device Up to 4 [6 or more available online]

\$185

\$220

\$255

DEDICATED INTERNET, **FOR STREAMING, GAMING & WEBCAST**

QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 5 Public IP Addresses, Routers SUPPORTED

Dedicated 3 Mbps

\$3,495

\$4,370

\$5,244

Dedicated 6 Mbps

\$5,900

\$7,375

\$8,850

Dedicated 10 Mbps

\$7,850

\$9,810

\$11,772

Dedicated 15 Mbps

\$11,700

\$14,630

\$17,556

Dedicated 20 Mbps

\$15,500

\$19,380

\$23,256

Upgrade to 29 Public Static IP Addresses

\$995

\$1,194

\$1,433

Higher Bandwidth Services Available for UHD Streaming

INTERNET EQUIPMENT & LABOR

QTY INCENTIVE* BASE ON-SITE TOTAL

Switch Rental – up to 24 ports

\$185

\$225

\$270

Patch Cable (up to 100') – Cat5e

\$50

\$62

\$74

Labor / floor work – four lines per hour

\$125

\$125

\$125

Distance Fee for each Internet line delivered outside the facility

\$500

\$500

\$500

WIRELESS INTERNET, Full products catalog available online

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL

ESTIMATED 10% TAX/FEE

GRAND TOTAL

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

Customer Number:

2024-017-859

ORDER NOW >

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Effective June 30, 2023 - December 31, 2024 - V063023A

* INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



TELEPHONE SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: NRECA PowerXchange & TechAdvantage 2024	
Billing Company Name:		Show Start Date: March 4, 2024	Show End Date: March 6, 2024	
Billing Company Address:		INCENTIVE ORDER DEADLINE: February 17, 2024		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective June 30, 2023 - December 31, 2024 - V063023A

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 30% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

Customer Number:

2024-017-859

ORDER NOW

"COMMUNICATIONS" FLOOR PLAN WORKSHEET

Company Name:

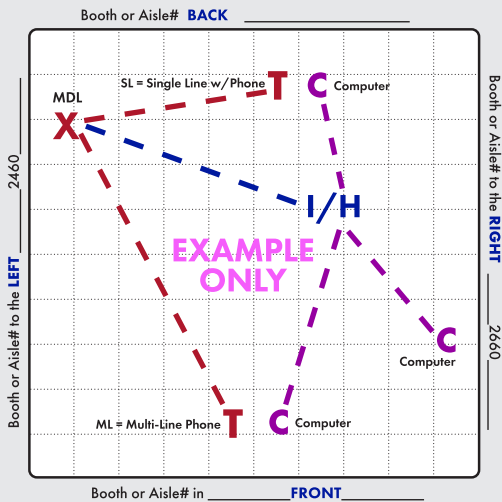
Show:

Booth/Room #:

NRECA PowerXchange & TechAdvantage 2024

Center: **Henry B. Gonzalez Convention Center**

Customer / Ref #: **2024-017-859**



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX...

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required.

Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____

Booth Orientation: For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline



You may reach us with questions at:

Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com

Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:

Show:

Booth/Room #:

[NRECA PowerXchange & TechAdvantage 2024](#)

Center: **Henry B. Gonzalez Convention Center**

Customer / Ref #: **2024-017-859**

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



2024 NRECA
PowerXchange
&TechAdvantage

Expo: March 4-6, 2024
Henry B. Gonzalez
Convention Center San
Antonio, Texas

Audio Visual Ordering

Video West is the official audio visual provider for TechAdvantage.

[Please click here for their online order form.](#)

All pricing is for the length of show unless specified and includes delivery, pickup, installation and dismantle. **Any order placed after February 2, 2024, will incur a 50% surcharge.** Orders will not be accepted after Feb 20th, 2024. Please use the above link for 2024 order forms and pricing

EXHIBITORPACK

HENRY B. GONZÁLEZ CONVENTION CENTER
SAN ANTONIO, TEXAS



THE RK CULINARY GROUP

*****ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.**

Welcome

On behalf of The RK Culinary Group, we welcome you to the dynamic Henry B. González Convention Center and the amazing city of San Antonio. Prepare to discover an incredible diversity of contemporary attractions, historic landmarks and virtually non-stop entertainment—all matched by our equally amazing options for award-winning cuisine!

The RK Culinary Group, the largest privately held culinary group in San Antonio, represents the talents of our city's finest catering professionals with over 70 years of renowned experience. Our dedication to the most inspired selections, locally sourced whenever possible for authentic preparation and freshest flavor, matched by the highest standards of service make every event a success from start to finish.

Whatever your taste, event theme, or dietary requests, we have the perfect menu and ideal solutions to fit the occasion for any number of

guests. Quality preparation, exacting attention to every detail and presentation, and sensational cuisine has raised the bar for event dining that surpasses all others.

The distinguished professionals who comprise The RK Culinary Group understand what it takes to make great food—so please explore our extensive menu opportunities and let us know if you have any special needs or event considerations that require customized meal selections.

Our entire team is here to help and ensure your visit to the Henry B. González Convention Center is bold, bright, and the most beautiful experience on every level. We look forward to serving you soon!

POLICIES AND PROCEDURES

THE RK CULINARY GROUP (RKIII), LLC EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

*****Orders must be received and secured with a credit card two weeks prior to the start of the show, or a \$250.00 late fee will be applied.**

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to:
The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through the show's electrician.

HENRY B. GONZÁLEZ CONVENTION CENTER EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounces, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounces, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non-alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

EXHIBITOR SERVICES

FEES

BOOTH DELIVERY

\$25 | DELIVERY

RECEIVING & STORAGE FEE

\$250 | DAY

CHINA FLATWARE

\$3.00 | PERSON

ICE

\$15 | 10 LBS

ATTENDANT FEE

\$150 | MINIMUM, FOR A 5-HOUR CONSECUTIVE PERIOD

\$30 | EACH ADDITIONAL HOUR

(SEE PAGE 8 FOR BARTENDER FEES)

BEVERAGES

COFFEE

Regular and Decaffeinated

\$72.50 | GALLON

ASSORTED HOT HERBAL TEA

\$72.50 | GALLON

ICED TEA

\$53 | GALLON

HOT COCOA

\$72.50 | GALLON

SODAS

\$4 | CAN

LEMONADE

\$53 | GALLON

AGUA FRESCAS

\$59 | GALLON

FRUIT INFUSED WATER

Prickly Pear-Hibiscus

Watermelon-Mint

Pineapple-Strawberry

\$59 | GALLON

BOTTLED WATER

\$4 | BOTTLE

SELF SERVEWATER UNIT

\$85 | DAY

Spring Water

\$40 | 5 GALLON BOTTLE

ALL BEVERAGE SERVICES INCLUDE
8 OZ. CUPS AND COCKTAIL NAPKINS.

ONE GALLON EQUALS APPROXIMATELY 18-20 SERVINGS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

MACHINE RENTAL

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.



STARBUCKS COFFEE & HOT TEA SET-UP

Service includes Starbucks Coffee, Decaf Coffee, Tazo Tea Bags, sleeves, cups, sugar, creamers, stirrs. (Flavored Syrups are an additional cost.)

BOOTH FLOOR SPACE REQUIREMENTS: 4'10" L x 2'5" W x 2'10" H

POWER REQUIREMENTS: NO POWER IS NEEDED

\$250 | SET UP FEE

COFFEE, DECAF & HOT TEA, CUP SIZE: 12 OZ STARBUCKS CUPS WITH LID & SLEEVES

\$95 | GALLON

MARGARITA MACHINE

Service includes 8 oz. disposable cups, cocktail napkins, margarita salt, stirrers, and fresh cut lime.

MACHINE HOLDS UP TO TWO (2) FLAVORS

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W

POWER REQUIREMENTS: 120 VOLTS

\$500 | DAY

Margarita Mix Flavors

Classic Margarita, Strawberry, Mango, and Watermelon

MINIMUM OF 3 GALLONS PER ORDER

\$125 | GALLON

SMOOTHIE MACHINE

Service includes 8 oz. disposable cups, cocktail napkins.

MACHINE HOLDS UP TO TWO (2) FLAVORS

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W

POWER REQUIREMENTS: 120 VOLTS

\$400 | DAY

Smoothie Flavors

Peach, Strawberry, Mango, Strawberry-Banana

MINIMUM OF 3 GALLONS PER ORDER

\$100 | GALLON



STARBUCKS ICED TEA SET-UP

Service includes 3 Types of Tea, Passion, Zen, Black Tea, Clear Cups with Lids, Sugar, Classic Syrup, Napkins and Ice.

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W

POWER REQUIREMENTS: NO POWER IS NEEDED

\$250 | SET UP FEE

Syrups

Classic and raspberry are included

CUP SIZE: 16 OZ STARBUCKS CLEAR CUPS WITH LID

\$95 | GALLON

ALL MACHINES REQUIRE AN ATTENDANT

SEE PAGE 4 FOR ATTENDANT FEES

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

MACHINE RENTAL (CONT.)

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.

FREEZER

BOOTH FLOOR SPACE REQUIREMENTS: 59" L x 26" W | 25" L x 50" W
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET

\$250 | DAY

Ice Cream Bars

\$5.50 | EACH

ITALIAN ICE CART RENTAL

BOOTH FLOOR SPACE REQUIREMENTS: 25" L x 33" W
POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET

\$500 | DAY

Italian Ice Flavors

Mango, Watermelon, Strawberry, Lime

MINIMUM ORDER OF 100 SERVINGS

\$4 | 4OZ SERVING



YOGURT MACHINE

Service includes full hopper of two flavors, cups, spoons and various toppings.

BOOTH FLOOR SPACE REQUIREMENTS: MACHINE IS 15 SQUARE FEET

POWER REQUIREMENTS: 220 VOLT / 30 AMP

\$1525 | INITIAL SET UP FEE

\$500 | ADDITIONAL DAY FEE

Additional Gallons of Yogurt

\$1000 | GALLON (220 Servings)



OJ MACHINE

Service includes cups, lids, straws, napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 70"H X 27"L X 21" W

POWER REQUIREMENTS: 120 VOLTS

\$400 | DAY

Oranges

\$100 | CASE

*Prosecco (*Requires Bartender)*

\$30 | BOTTLE

MINIMUM ORDER OF SIX (6) BOTTLES

TABLE TOP ESPRESSO MACHINE

Service includes 12 oz. disposable coffee cups, lids, stir sticks, assorted sugars, creamer, milk.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 17" W

POWER REQUIRED: TWO-WIRE GROUNDED SERVICE | 220 VOLTS; 30 AMPS | (L1, L2, G) | NEMA L6-30P RECEPTACLE REQUIRED

\$750 | DAY

Espresso Beverage Options

Americano, Cappuccino, Caramel Macchiato, Latte, Mocha

5 flavored syrups included

MINIMUM OF 250 BEVERAGES SERVED

\$5 | BEVERAGE

PRETZEL WARMER

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 20" L X 19" W POWER REQUIREMENTS: 120 VOLTS

\$500 | DAY

Soft Pretzel

\$52 | DOZEN

**ALL MACHINES REQUIRE AN ATTENDANT
SEE PAGE 4 FOR ATTENDANT FEES**

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

BAKERY ITEMS

BAKERY FRESH COOKIES

\$44.25 | DOZEN

ASSORTED PASTRIES

Cinnamon Rolls, Danish, Donuts

\$50.50 | DOZEN

PECAN BROWNIES AND BLONDIES

\$48.50 | DOZEN

ASSORTED MINICUPCAKES

\$52 | DOZEN

PIE TIME

Mini and Classic Pies

Includes: Seasonal Fruit, Chocolate Pies

\$10 | SERVING

HORS D'OEUVRES

INDIVIDUAL VEGGIE CRUDITÉ SHOOTERS

Ranch Dressing, Blue Cheese Dressing

\$6 | EACH

CHIPS AND SALSA

Corn Tortilla Crisps, Roasted Salsa, Green Salsa, Pico de Gallo

\$8.25 | PERSON

PICNIC CHEESES AND CRACKERS DISPLAY

Domestic Cheeses, Crackers, Breadsticks, Green Grapes

\$8.25 | PERSON

RK'S JALAPEÑO CHICKEN BITES

\$6 | EACH

PULLED BEEF SHORTRIB EMPANADAS

\$6 | EACH

Additional Options Available Upon Request

SERVICE INCLUDES 6" DISPOSABLE PLATES AND COCKTAIL NAPKINS

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR SERVICES

BAR

TEXAS WINE TASTING EXPERIENCE BECKER VINEYARDS

Becker Cabernet Sauvignon Reserve

Becker Chardonnay

Becker Viognier Reserve

Becker Tempranillo

BARTENDER REQUIRED

MUST ORDER ALL (4) FOUR VARIETALS;

MINIMUM OF (2) TWO BOTTLES OF EACH VARIETAL

\$35 | BOTTLE

SAN ANTONIO BEER TASTING EXPERIENCE

BARTENDER REQUIRED

We recommend ordering (3) varietals of Local San Antonio Beer for a tasting. Please work with your AE to determine what is currently available. Most common brands are: Alamo Beer Company, Ranger Creek and Weathered Souls.

WHISKEY TASTING

\$2000 | WHISKEY EXPERT AND SET UP

Bourbon Whiskey

Angel's Envy

\$160 | BOTTLE

Buffalo Trace

\$160 | BOTTLE

Texas Bourbon

Garrison Bros

\$200 | BOTTLE

Scotch Whiskey

Glenmorangie Quinta Ruban - 12 year

\$250 | BOTTLE

Irish Whiskey

Red Breast - 12 year

\$250 | BOTTLE

NOTE: Prices for alcohol subject to change based on availability

LIQUID NITROGEN COCKTAIL & ICE CREAM BAR

Frozen Cocktail and/or Ice Cream Bar Package Includes:

Trained and licensed staff

LED bar and podium with ability to match company colors (LED only)

Disposable cups, spoons, and napkins

Up to two (2) flavors

****Ask About Our Special Package Pricing****

ALCOHOL MUST BE PURCHASED FROM THE RK CULINARY GROUP

Flavor Options

Simply Lime Margarita, Chocolate Whiskey Ice Cream Cocktail, Peach Bellini, Sinfully Scotch Ice Cream Cocktail, Cranberry Cocktail, Strawberry Margarita, Amaretto Freeze, Piña Colada, or White Russian Ice Cream Cocktail

HOSTED BAR IN YOUR BOOTH

Premium Cocktails | \$9.00 each

House Cocktails | \$8.50 each

Wine by the Glass | \$8.50 each

Imported Beer and Microbrew | \$7.50 each

Domestic Beer | \$7.00 each

Sodas and Bottled Water | \$4.00 each

BARTENDER REQUIRED

BARTENDER FEES

\$150++ per bartender for a 2-hr period

\$225++ per bartender for a 3-hr period

\$300++ per bartender for a 4-hour period

(*) If your event falls into ½ hr. increments, the bartender fees will be rounded up to the next full hour charge.

NOTE: For Hosted Bars, we do recommend that you pre-determine either a budget for your bar or a maximum number of drinks to be served. Your bartender can check in with you as you get close to your maximum number. This will help ensure that your bar bill does not exceed your overall budget.



EXAMPLE OF WHISKEY TASTING BOOTH

22% ADDITIONAL SERVICE CHARGE AND ALL APPLICABLE SALES TAXES

EXHIBITOR ORDER FORM &

CREDIT CARD AUTHORIZATION



PLEASE RETURN THIS ORDER FORM & CREDIT CARD AUTHORIZATION FORM TO:

210.225.4535 | FAX 210.270.8260

THE RK CULINARY GROUP

Trade Show Name: TechAdvantage 2024				Show Dates: March 4-6, 2024			
Location of Exhibits:			Booth Number:		Booth Name:		
Company Name:			On-Site Contact: [AUTHORIZED SIGNEE]				
Phone #:			Phone #:				
Cell #:			Cell #:				
Fax #:			Fax #:				
Email #:							
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total
<i>Sign for Authorization:</i> _____						Sub Total:	
						22% Service Charge:	
						8.25% Sales Tax:	
						Additional Deposit:	\$200.00
						Grand Total:	

PLEASE REMEMBER:

*** ORDERS MUST BE RECEIVED AND SECURED WITH A CREDIT CARD TWO WEEKS PRIOR TO THE START OF THE SHOW, OR A \$250.00 LATE FEE WILL BE APPLIED.

ANY ADDITIONAL ORDERS WILL BE BILLED TO CREDIT CARD BELOW



CREDIT CARD AUTHORIZATION FORM
THE RK CULINARY GROUP
900 E. MARKET ST SAN ANTONIO, TX 78205
Phone: 210-225-4535 | Fax: 210-270-8260

Please fill out the following information and fax or e-mail back allowing us to process your credit card payment request. Please fill out all areas of the form. The charge will appear from The RK Culinary Group for any of the services you may receive.

I, _____ (client) hereby authorize **The RK Culinary Group** to charge my credit card as indicated on this form and use for any outstanding balances due to the company.

CARDHOLDER INFORMATION:

Name as it appears on card: _____

Credit Card Stmt. Address: _____
Street / City / State / Zip Code

Phone Number: _____ (including area code)

Cardholder Signature: _____

Email Address for receipt verification: _____

CREDIT CARD INFORMATION:

VISA _____ MASTERCARD _____ AMX _____ DISCOVER _____

Credit Card Number: _____

Expiration Date: _____ CVV2 Security Code: _____

Amount to be charge: _____

EVENT INFORMATION:

Event Order # _____ Date of Event: _____

Event Name: _____ Location: _____

Name to be Billed (invoiced): _____

Billing Address: _____
Street / City / State / Zip Code



Richards Convention Florist, LLC d/b/a

TEASLEY'S
CONVENTION FLORIST

Taxpayer ID # 20-8142614

1813 Golf Club Road | Old Hickory, TN 37138

P: (615) 876-3695 F: (615) 876-9378

leigh@conventionflorist.com

www.conventionflorist.com

Like us on Facebook: facebook.com/leigh.convention

FLORAL ORDER FORM

TechAdvantage 2024 Expo

Show Name: _____ Booth Number: _____
 Show Date: 3/4/24 - 3/6/24 Show Location: Henry B. Gonzalez Convention Ctr
 Booth Representative: _____
 Exhibitor Name: _____ Credit Card #: _____
 Firm Name: _____ Expiration Date: _____ (Visa, MC, AMEX) CVV #: _____
 Billing Name: _____ Name on CC: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ Cell: _____
 Authorized Signature: _____ Email Address: _____

If you would like to specify color, size, type of flowers, please do so below. Prices start at \$60.

Qty _____ Tropical flowers Price \$ _____ each

Qty _____ Spring flowers Price \$ _____ each

Color: _____

Width: _____ Height: _____

Additional request: _____

Not sure what you want? Just want a splash of color? Let Teasley's designers choose your fresh seasonal flowers!

Qty _____ Teasley's chooses colors, size, flower type - \$60 each

For free design assistance, please call 615-876-3695 or email us at leigh@conventionflorist.com



Bromeliads - 12" to 18" H

\$35 each

Pair (x2) = \$70

Qty: _____

Purple: _____

Yellow: _____

Red: _____

Orange: _____

ORCHIDS



Single Phalaenopsis Plant
Composition \$60



Double Phalaenopsis Plant
Composition \$90



Triple Phalaenopsis Plant
Composition \$125

Small Fern



12" H x 12" W

\$25 each - \$50 pair

Qty: _____

Large Fern



24" H x 24" W

\$35 each - \$70 pair

Qty: _____

Ivy



10" H x 10" W

\$35 each - \$70 pair

Qty: _____

Pathos



12" H x 12" W

\$35 each - \$70 pair

Qty: _____

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www.conventionflorist.com

Like us on Facebook:

facebook.com/leigh.convention

2' Green Plants



\$39.95 each - \$79.90 pair

Qty: _____

3' Green Plants



\$49.95 each - \$99.90 pair

Qty: _____

Standard 4' to 6'
Green Plants4' @ \$59.95 each Qty: _____
@ \$119.90 pair5' @ \$69.95 each Qty: _____
@ \$139.90 pair6' @ \$79.95 each Qty: _____
@ \$159.90 pairTop-dressed with azalea (pictured)
Also available with mum

Choose flower color/flower choice:

Top-dressing with fern & azalea

☐ white ☐ pink ☐ red

Top-dressing with fern & mum

☐ white ☐ yellow ☐ bronze ☐ lavender4' @ \$125 each Qty: _____
@ \$250 pair5' @ \$135 each Qty: _____
@ \$270 pair6' @ \$145 each Qty: _____
@ \$290 pair

Order Cost Summary

Select Container (Included in
rental Cost)☐ black ☐ white ☐ wicker(Chrome, brass, terra cotta and other
containers available. Call 615-876-3695
for pricing and availability.)

Item(s) _____

Subtotal _____

Delivery Fee _____ +\$10

9.25% Sales Tax _____

Total _____

Rental price includes: Decorative container, top-dressing, professional
maintenance, installation and pickup.

There is a one-time \$10 delivery charge.

****ALL ORDERS MUST BE PAID-IN-FULL PRIOR TO SHOW CLOSING****

We accept cash, company check, Visa, Mastercard, American Express.

Adjustments cannot be made after the close of the show.

All rental items remain property of Teasley's.

There is a restocking fee for ordered cancelled less than 2 weeks prior to
show opening.