



Atlanta Apparel Exhibition BOOTH PACKAGE ASSESSMENT

Based on our experience and observations of the previous Atlanta Apparel Exhibitions, we have decided to take some steps to insure fairness in the way additional equipment is allocated during the setup of the show.

Shepard will make every effort to provide all your package equipment so it is in your booth and accounted for before you arrive at your booth. This is important on two counts. We want you to have all the equipment you ordered, and we want to have it available so you can start work as soon as you get to the booth.

Please take care to order all your needs on your Package Order Form prior to the show. Once we receive this form, your order is considered **final** and **complete**. If you arrive at the show and decide you need additional amounts of the package type equipment, you can rent them at the following special rates:

Side chairs	\$18.00
Tables	\$45.00
Racks	\$50.00

Please know what your package pre-order was and do not take equipment that is not at your booth. Report any shortages to our service desk. Exhibitors may not swap or "loan" equipment.

To be fair to the people who understand and follow this policy, we will conduct an audit during the show of all the equipment in each booth. Any equipment that is not accounted for will then need to be rented or returned to Shepard inventory.

Thank you for your understanding. We hope for your satisfaction and continued success in the upcoming and future Atlanta Apparel Exhibitions.

Mark Smith
Shepard Exposition Services