rpm XPO | EXCEEDING YOUR EXPECTATIONS
242 Westfork Court, Suite A; Lithia Springs, GA 30122
Phone 678-742-7310 • Fax 770-679-8751
E-Mail: info@rpmxpo.com
Web: https://rpmxpo.boomerecommerce.com

August 15-17, 2026
COBB CONVENTION CENTER - ATLANTA
Atlanta, Georgia

ATLANTA SHOE MARKET

Shelving Units & Table Risers Order Form

Deadline: 7/10/26

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them. (Note: There is a 12" space between shelves.)

MULTI-SHELF SHELVING UNITS

	Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG		2-Shelf Unit	$ 38.04	$ 75.47	$
		4-Shelf Unit	$ 75.47	$ 150.09	$
6' LONG		2-Shelf Unit	$ 44.33	$ 88.72	$
		4-Shelf Unit	$ 88.72	$ 176.88	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**


4' 2-Shelf Unit
4'L x 32"H x 11"D


4' 4-Shelf Unit
4'L x 49"H x 11"D


6' 2-Shelf Unit
6'L x 32"H x 11"D


6' 4-Shelf Unit
6'L x 49"H x 11"D

2– Shelf units sit on top of the table
4– Shelf units sit on the floor ONLY
4– Shelf Units DO NOT sit on top of the tables

TABLE RISERS

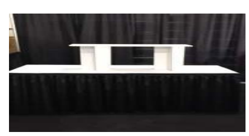
	Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG		8" H - Table Riser	$ 29.30	$ 54.72	$
		12" H - Table Riser	$ 29.30	$ 54.72	$
		18" H - Table Riser	$ 29.30	$ 54.72	$
6' LONG		8" H - Table Riser	$ 32.03	$ 62.43	$
		12" H - Table Riser	$ 32.03	$ 62.43	$
		18" H - Table Riser	$ 32.03	$ 62.43	$
				Sub-Total	**$**
				6% GA Sales Tax	**$**
				TOTAL AMOUNT ➔	**$**


4' L x 8" H Table Riser


6' L x 8" H Table Riser


4' L x 12" H Table Riser


6' L x 12" H Table Riser


4' L x 18" H Table Riser


6' L x 18" H Table Riser

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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Credit Card Authorization Form

Deadline: 7/10/26

ORDER RECAP Enter totals from each completed form ** Note: Items taxable in the State of Georgia*		
* Shelving Units and Table Risers Order Form	$	
* Tables Order Form	$	
* Booth Accessories Order Form	$	
* Xtrusion Track Light Support Order Form	$	
* Specialty Equipment Order Form	$	
* Booth Carpet/Padding Order Form	$	
* Signs & Banners Order Form	$	
Display Labor Order Form	$	
Forklift Order Form	$	
Sign Hanging Order Form	$	
Booth Cleaning / Porter / Sanitizing Order Form	$	
Material Handling Service Order Form	$	
Accessible Storage Order Form	$	
TOTAL AMOUNT DUE →	$	

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

NOTE: Tax exemption certificate will need to be submitted in order to have the tax withheld.

Payment Method:

- ☐ Corporate Credit Card
- ☐ Personal Credit Card
- ☐ Check
- ☐ Wire Transfer (fee applies)*

*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.

Card Type: ☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA ☐ DISCOVER

Card Number:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Expiration Date: ______ / ______

CVV2 (Security) Code: _____ _____ _____ _____

By my signature below and as representative of _______________________ , we hearby forever release and waive any right to bring suit against RPMXPO and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of ALL COVID-19 related to, utilizing RPMXPO's services. We understand that this waiver means we give up any rights to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim we may have to seek damages, whether known or unknown, foreseen or unforeseen. I understand and agree that the laws of the state of Georgia will apply to this waiver.
I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE			
Company Name:		Booth #:	
Cardholder's Name:			
Street Address:	City:	State:	Zip:
Phone #:	Fax #:		
Ordered By:		Email:	
Signature:		Date:	

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Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.

   A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.

   B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 678-742-7310 or email us at info@rpmxpo.com.

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Payment Policies

- **Payment Options**
  RPMXPO is the official general service contractor for **2026 August Atlanta Shoe Market** and is pleased to offer you three convenient ways to pay for any and all show services provided by RPMXPO.
  - **Credit Card**
    - We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed ***Credit Card Authorization Form.*** By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO to charge your credit card for any and all charges incurred.
  - **Wire Transfer in U.S. Funds**
    - To avoid fraudulent activity, wire transfers must only be sent to the account listed below:
    - WELLS FARGO - NC   112 S. Main Street   Davidson, NC 28036
      Please call the office to obtain wire transfer information—678-742-7310

      *ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMXPO ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.
    - Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
    - Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
      - **Domestic incoming wire transfer fee: $25.00**
      - **International incoming wire transfer fee: $50.00**
  - **Checks**
    - All checks must be in U.S. funds drawn on a U.S. Bank.
    - For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, ***we require your signed Credit Card Authorization Form*** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO.** Absolutely no check payments will be taken on site.
- **Show Site Orders**
  To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. ***For the discount prices to be in effect, your order must be received by the Return Deadline Date and payment must accompany your order.*** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.
- **Payment Terms**
  To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed ***Payment and Credit Card Authorization Form*** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

  Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, please stop by the Exhibitor Service Desk. No charges will be disputed after the close of the event.

  Additionally, ***exhibitors will be charged for the equipment they use in their booth***. RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

  All charges are payable in U.S. funds drawn on a U.S. Bank. ***No telephone orders will be accepted.***
- **Cancellation Policy**
  - Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
  - Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
  - Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.
- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMXPO.