



ONS 2025 – 10’x10’ CHECKLIST

Thank you for purchasing a booth at the 2025 ONS Annual Congress! Please see below for some information to guide you through your booth planning.

PLEASE NOTE: This information is provided for convenience so you can estimate your total basic booth supply costs across Congress vendors. *These are all standard prices and may be cheaper based on order date and discount deadlines. Pricing is subject to change, may have additional taxes/fees, and should be confirmed via the appropriate vendors and order forms.*

As a reminder, your 10’x10’ booth comes with the following:

- 10’ x 10’ uncarpeted space
- 8’ high backwall drape
- 3’ high sidewall drape
- 7” x 44” cardstock identification sign
- 3 complimentary expo hall only registrations for exhibit personnel

NOTE: ONS requires flooring in all booths. You can bring it yourself or purchase it from the [Exhibitor Services Kit](#).

If you would like to calculate a booth estimate for additional furnishings, please use our [Booth Estimate Calculator](#) or see below:

<u>Item</u>	<u>Vendor</u>	<u>Price</u>	<u>Order Deadline</u>
(1) 6’ Skirted Table	Shepard	\$ 328.95	3/20/2025
(1) Side Chair	Shepard	\$ 165.55	3/20/2025
(1) Wastebasket	Shepard	\$ 19.00	3/20/2025
10’x10’ Carpet	Shepard	\$ 457.20	3/20/2025
(1) 5 Amp Power Drop	CCC	\$ 155.00	4/4/2025
Material Handling (<i>per lb.</i>)	Shepard	\$ 2.60	n/a
Shipping*	Shepard	TBD	n/a
Lead Retrieval	Maritz	\$ 579.00	n/a (<i>can order onsite</i>)
Basic Wi-Fi	Smart City	\$ 1,368.00	n/a (<i>can order onsite</i>)

*Shipping cost is based on weight, distance, and the service speed. Shepard provides a 10% discount on material handling if the exhibitor chooses to ship through Shepard. For shipping costs, please reach out to logistics@shepardes.com to get a quote. View [this page](#) for the difference between Shipping & Material Handling.



If you are interested in ordering any of the above or for additional pricing not included here, please view the [Shepard Exhibitor Services Kit](#) (*one-stop-shop for all forms including those linked below*) or see the order forms below:

- [Audio Visual](#)
- [Catering](#)
- [Internet](#)
- [Electrical & Utilities](#)

Additionally, Shepard offers an easy [Econo Booth Package](#) for \$1,034.70 that includes the following:

- 1- 6' (l) x 24" (w) x 30" (h) Skirted Table
- 2- Upholstered Side Chairs
- 1- Wastebasket
- 1- 10'x10' Carpet