



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

# ONLINE ORDERING INSTRUCTIONS

Houston Summer Boat Show



June 14 - 18, 2017

NRG Center - Houston, Texas



Event Code: T106110617


## \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:


- GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on [Houston Summer Boat Show](#)
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users:** User name = Your Email Address (provided by Show Management)  
Password = HBS2017
  - Previous users:** User name = Your Email Address  
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

**(832) 799-5700**

[houston@shepardes.com](mailto:houston@shepardes.com)



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

# PAYMENT AUTHORIZATION

## Houston Summer Boat Show

June 14 - 18, 2017

NRG Center - Houston, Texas

Event Code: T106110617

**Discount Deadline: May 24, 2017**

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

### WIRE TRANSFER

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

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

Name of show that you are attending - **Houston Summer Boat Show**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### CREDIT CARD INFORMATION

Type of Card:       Pay by Check\*  Pay by Wire\*

Credit Card #:                      Expiration Date:       
 Month Year

Billing Address: \_\_\_\_\_ Security Code:

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*\*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

**\*\* Are you tax exempt for the state this event occurs in?**  Yes  No

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

Please submit tax exemption certificate to: [houston@shepardes.com](mailto:houston@shepardes.com)



# SHEPARD TERMS & CONDITIONS

## Houston Summer Boat Show

### PAYMENT POLICY

**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.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth 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.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**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.

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

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

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

**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.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

### INDEMNIFICATION

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

### 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.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

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

### PACKAGING, CRATES, AND EMPTY CONTAINERS

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



# THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

## Houston Summer Boat Show

June 14 - 18, 2017

NRG Center - Houston, Texas

Event Code: T106110617

**Discount Deadline: May 24, 2017**

**The following information must be completed and the form returned to Shepard by the deadline date.**

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.

### SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): \_\_\_\_\_

Material Handling \*Please complete the Material Handling Authorization Form

Notes: \_\_\_\_\_

### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

Expiration Date:

Month Year

Billing Address: \_\_\_\_\_

Security Code: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*\* Are you tax exempt for the state this event occurs in?  Yes  No

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

Please submit tax exemption certificate to: [houston@shepardes.com](mailto:houston@shepardes.com)



# EXHIBITOR APPOINTED CONTRACTOR

## Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

## Houston Summer Boat Show

June 14 - 18, 2017

NRG Center - Houston, Texas

Event Code: T106110617

**Deadline Date: May 17, 2017**

**Please read the following information entirely prior to signing form and returning to Shepard.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

- ~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.
- ~ The CONTRACTOR 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 CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.
- ~ CONTRACTOR 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.
- ~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.
- ~ The non-official contractor 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.
- ~ The non-official contractor may not solicit business on the exhibit floor.
- ~ The non-official contractor 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 non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**The following information must be completed and the form returned to Shepard by the deadline date.**

**Name of Non-Official Contractor:** \_\_\_\_\_

**Services to be performed:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Exhibitor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_



**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

# SIGN ORDER FORM

## Houston Summer Boat Show

June 14 - 18, 2017

NRG Center - Houston, Texas

Event Code: T106110617

**Discount Deadline: May 24, 2017**

### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	162.60	211.40	
70010		Horz., 22" x 28"	162.60	211.40	
70011		Vertical, 28" x 44"	247.70	322.00	
70012		Horz., 28" x 44"	247.70	322.00	
70025		Meterboard, 39" x 84"	501.40	651.80	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	44.15	57.40	
70021		Velcro, per ft, min. 5 ft.	2.85	3.70	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	20.65	26.85	
70071		grommets, per sq. ft. - Horizontal	20.65	26.85	
70066		Pockets, per sq. ft. - Vertical	22.15	28.80	
70072		Pockets, per sq. ft.- Horizontal	22.15	28.80	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	48.60	63.20	

**Sign prices are based on customer supplying print-ready graphics in the requested format (see below).**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.250% Tax*	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

### SIGN SUBMISSION INFORMATION

**Please follow these requests, so Shepard can provide the highest of quality signs for your show.**

#### File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

#### Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

#### Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

#### Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

**Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.**

# HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	4958.25	6941.55
69142	16' x 48"	7880.35	11032.50

## EZ Ordering

### All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	6029.25	8440.95



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4878.90	6830.45



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	2148.65	3008.10
69146	10' x 48" Double	2944.90	4122.85

**Call today to order! 404-720-8652**

- Additional shapes and sizes available
- Artwork requirements available

**Discount deadline: Monday, May 15, 2017**

*\*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**  
 Exhibit Solutions Fax: **404 - 720 - 8757**  
 Customer Service Email: [ESSRentals@Shepardes.com](mailto:ESSRentals@Shepardes.com)  
 Event Code: T106110617

## Houston Summer Boat Show

June 14 - 18, 2017  
 NRG Center - Houston, Texas

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.250% Tax*:	\$ _____
<b>Authorized Signature:</b> _____		Amount Due:	\$ _____

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



# HANGING SIGNS 101

Houston Summer Boat Show

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  - \* Overhead Truss
  - \* Attachment and removal of light fixtures for truss or signs
  - \* Assembly of hanging sign frame and graphics
  - \* Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- 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.

## CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Payment Authorization Form**  
*(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)*
- Order Assembly Labor to have your sign built by Shepard Certified Riggers**  
*(Fill out top section of the Hanging Sign Overhead Rigging Form)*
- Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- Order any necessary Chain Motors, Rotating Motors and Truss**  
*(Remember to place separate electrical order to power any motors!)*
- 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:** Friday, June 02, 2017





# HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

Houston Summer Boat Show

June 14 - 18, 2017

NRG Center - Houston, Texas

Event Code: T106110617

Discount Deadline: **May 24, 2017**

## SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision  Exhibitor Supervised

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision  Exhibitor Supervised

### SIGN ASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	113.13	147.05	\$
69151		OT	169.69	220.60	\$
69152		DT	226.25	294.15	\$

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

### SIGN DISASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	113.13	147.05	\$
69154		OT	169.69	220.60	\$
69155		DT	226.25	294.15	\$

Sup install: 68069 Sup dismantle: 68073

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

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

DT - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: \$

8.250% Tax\*: \$

Estimated Amount Due: \$

Date of Assembly: \_\_\_\_\_ Start Time \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_ Start Time \_\_\_\_\_

Completion Time: \_\_\_\_\_ Number of Laborers \_\_\_\_\_

Completion Time: \_\_\_\_\_ Number of Laborers \_\_\_\_\_

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

## OVERHEAD RIGGING CREW

### RIGGING INSTALLATION

Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	545.60	709.30	\$
69002		OT	645.15	838.70	\$
69005		DT	744.70	968.10	\$

### RIGGING REMOVAL

Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	545.60	709.30	\$
69004		OT	645.15	838.70	\$
69006		DT	744.70	968.10	\$

Date of Install: \_\_\_\_\_ Start Time: \_\_\_\_\_

Date of Removal: \_\_\_\_\_ Start Time: \_\_\_\_\_

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

Total Estimated Install/Removal: \$

8.250% Tax\*: \$

Estimated Amount Due: \$

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.

\*Please Note: Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

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

Must order by discount deadline date to receive advance pricing.

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

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.

## REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

Shepard Supervision  Exhibitor Supervision  Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Install: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dismantle: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Subtotal: \$

8.250% Tax\*: \$

Amount Due: \$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

# OVERHEAD RIGGING EQUIPMENT

**Houston Summer Boat Show**

**June 14 - 18, 2017**

**NRG Center - Houston, Texas**

Event Code: T106110617

**Discount Deadline: May 24, 2017**

## RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

## MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	510.90	766.35	
69016		Half Ton Hoist/Chain Motor	450.80	676.20	
69101		1/4 Ton Hoist/Chain Motor	270.45	405.70	
69019		Rotating Motor 500 LB Limit	480.80	721.20	
69020		Rotating Motor 200 LB Limit	270.45	405.70	

- Rotate Clockwise  
 Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	24.05	36.10	
6909406		12" Black Box Truss (Per FT)	24.05	36.10	
Truss Details (QTY/Size)					
6903815		12" Silver Corner Block	90.15	135.25	
6903806		12" Black Corner Block	120.25	180.40	
70067		Design Fee (Hourly)	150.25	195.35	

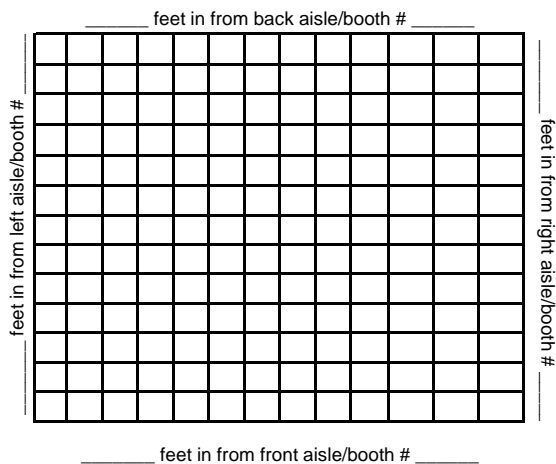
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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

[houston@shepardes.com](mailto:houston@shepardes.com)

## PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



## SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

Type:	Shape:	Size:
<input type="checkbox"/> Cloth	<input type="checkbox"/> Square	Height: <input type="text"/>
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Length: <input type="text"/>
<input type="checkbox"/> Metal	<input type="checkbox"/> Rectangle	Width: <input type="text"/>
<input type="checkbox"/> Truss	<input type="checkbox"/> Other	Weight: <input type="text"/>
<input type="checkbox"/> Other		

**Additional Notes/Description:**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal:	\$
8.250% Tax*:	\$
Amount Due:	\$

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.