

EXHIBITOR SERVICE MANUAL

28th Annual Houston Summer BOAT SHOW

HoustonBoatShows.com

JUNE 3-7 nrg center



FAQs: ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS:

This information has been prepared as a service to you, the exhibitor. Never hesitate to ask the obvious question, or call to verify conflicting information. Keep in mind that each question answered in advance is one less problem to be solved on-site.

Who Can I Contact With Questions?

Houston Summer Boat Show
8909 Knight Road
Houston, Texas 77054

Phone: 713.526.6361
Fax: 713.526.6454

All General Questions: **brandi@btamh.com**
Open Area Space Questions: **lynettem@btamh.com**
10'x10' Booth Space Questions: **kenneth@btamh.com**

What is included in my 10'x10' booth space rental?

A standard booth consists of 8' high back wall drape in red, white and blue with red draped side rails 3' high and an identification sign 7" x 44" showing your company name and booth number. (The aisle carpet is red.) Exhibitors must supply their own carpet, table and chairs. Shephard Expo Services offers Special Booth Packages at discounted rates. **Note: ELECTRICAL SERVICE IS NOT INCLUDED** in the exhibit space rental. If you plug into any outlet, you will be charged a fee of **$135.**

What are the Display Rules?

A complete list of display rules can be found in the **Rules and Regulations** that was included with your space application. Be sure to read these rules closely as they must be adhered to on-site or your display may have to go through time-consuming alterations before the show opens. The display rules are not meant to limit your ability to showcase your products, but rather to ensure each exhibitor an equal opportunity, within reason, to present their product or service in the most effective manner to the audience. The exhibitor's responsibility can be summed up quite simply as "Be a Good Neighbor."

Note: No booth exhibit may exceed the 8' backdrop height or the 3' side-divider height. Be sure any sidewalls do not extend more than 6' from the 8' backdrop. A clear line of sight must be maintained down each aisle of booths.

How do I get badges for my exhibit staff?

An order form for exhibitor badges for your full-time personnel will come along with the final contract for exhibit space. If you have not received your contract prior to show move-in, badge registration will be available during check-in in the show management office. Badges are limited based on the size of your exhibit. For any questions regarding badges, contact brandi@btamh.com.



How do I get parking passes for my exhibit staff?

Each company is provided ONE FREE PARKING PASS good for unlimited entry throughout the show at check-in. Additional parking passes can be purchased from NRG at $75 each, or exhibitors can pay to park daily. **Daily parking will be $12 per car (per entry.)** The facility will not begin charging for parking until the morning of June 3rd.

Can I drive in to the building to unload my exhibit materials?

Yes. Based on our move-in schedule (included in this kit), all exhibitors have the opportunity to drive into the building and drop off their exhibit materials in or very close to their booth space. However, for those exhibitors who are unable to get moved in before the **drive-thru doors close on Monday, June 1st**, you can still hand carry or dolly materials in through the blue doors at the back of the building.

Is there security provided for my booth?

Yes. Starting Monday, June 1st, we will have uniformed officers on patrol inside the facility round the clock until the end of the show on June 7th. However, please remember that the Center is a public facility to which hundreds of individuals have access including contractors, cleaning and concession personnel. Therefore, it is important that exhibitors work with Show Management in making every effort to safeguard their investment in their exhibit. Be security conscious at all times during your stay. Do not leave items of value in your booth overnight without taking extra security precautions. Remember that the security of your display is your responsibility – don't take chances!

Are there any other advertising opportunities available?

Yes. Exhibitors have the opportunity to advertise in both the Boat Show Program and on our website at www.houstonboatshows.com. For more information about placing an ad on the houstonboatshows.com website, please contact Lynette Eichenour at 713-526-6361.

In conclusion

We hope you have found this information helpful in preparing to set your exhibit. If there are important areas we did not cover, or specific questions you need addressed in greater detail, let us know. Your input is vital in helping us to produce an event that is efficient, productive and profitable. We also encourage you to take time to read through the online Exhibitor Manual.

Note: Please pay close attention to early payment deadlines. Many contractors offer discounts for paying in advance. Placing orders in advanced can save you time and money.



PUBLIC SHOW HOURS

Wednesday	**June 3**	**1:00 p.m. – 9:00 p.m.**
Thursday	**June 4**	**1:00 p.m. – 9:00 p.m.**
Friday	**June 5**	**1:00 p.m. – 9:00 p.m.**
Saturday	**June 6**	**10:00 a.m. – 9:00 p.m.**
Sunday	**June 7**	**11:00 a.m. – 5:00 p.m.**

EXHIBITOR SHOW HOURS

During the show, the building will be open to exhibitors from 11:00 a.m. on Wednesday – Friday and 8:00 a.m. on Saturday and 9:00 a.m. on Sunday. Admittance will be through the exhibitor entrances in front of Hall B and back of Hall B. No one will be allowed in the building prior to this time. The Show Office will be open during these hours and arrangements can be made to bring additional merchandise into your booth area. This should also allow sufficient time for your personnel to do whatever work is required at your exhibit.

YOUR EXHIBIT MUST BE MANNED DURING ALL PUBLIC SHOW HOURS!

PARKING FOR EXHIBITORS

Each company is provided ONE FREE PARKING PASS good for unlimited entry throughout the show at show check-in. Additional parking passes can be purchased from NRG Center at $75 each, or exhibitors can pay to park daily. **Daily parking will be $12 per car (per entry.)** The facility will not begin charging for parking until the morning of June 3rd.



EXHIBITOR BADGE POLICY

A PHOTO ID WILL BE REQUIRED FOR ALL ENTRY ON AN EXHIBITOR BADGE.

Exhibitor badges should be picked up at The Show Management desk located in the lobby of Hall B. Please pick up badges during move-in.

Please fill out the Badge Order Form (email us if you have not received yours yet) and return it to us in advance so badges will be ready for you when you arrive at the building. **Badge swapping is strictly prohibited. If you have more workers scheduled than allocated badges, you can purchase additional badges for $15.00 each for those workers working multiple days or you can purchase a Workers Pass for $5.00 each, good for one day only.** Lost badges will only be replaced at a cost of $15.00 each. **Do not include Manufacturers on the Exhibitor Badge List. Manufacturers *must* present a business card at the show office to obtain a badge (at no charge.) Please be sure to inform your factory reps.**

SHOW SECURITY

The Boat Show has what we consider to be ample security officers on duty. However, exhibitors should be sure to put all small items under lock and key when the booth is not manned (this is especially important during move-in and move-out time) and immediately report any missing item to the police officer in charge.

PLEASE NOTE THAT THESE RULES ARE STRICTLY ENFORCED BY SHOW MGMT. BE SURE TO ADVISE ALL PERSONNEL WHO ATTEND THE SHOW.

These are precautions that Show Management has taken in addition to its security force:

- No exhibitor or his personnel may enter the show without an identifying Boat Show badge**.** **Photo ID** will be required to enter the show with a Boat Show badge.
- No visitor can leave the building with merchandise without a proof-of-purchase slip.
- No exhibitor can leave the building with his own merchandise without a pass-out slip obtained from The Show Service desk.

OUR COMBINED EFFORTS SHOULD EQUAL "ALL REASONABLE PRECAUTIONS".



OPEN AREA MOVE-IN SCHEDULE

MOVE-IN must go according to schedule in order to accommodate everyone. Please have all construction completed in advance of move-in; make it "pre-fab". NO PAINTING IS PERMITTED IN BUILDING!!! There are (2) drive-in freight doors in the rear of the building and (2) on the East end of the building.

NO SIGNS OR BANNERS MAY BE HUNG FROM ANY BUILDING STRUCTURE. This includes ceilings, columns, air conditioning units and utility lines. Those exhibitors who construct ramps or stairs must check your space carefully to determine that they are sturdy and not too steep. SCAFFOLDING, RAMPS, AND STAIRS (3 STEPS AND HIGHER) MUST HAVE HANDRAILS ON BOTH SIDES AND MID RAILS AS REQUIRED BY OUR INSURANCE CARRIER. CONSTRUCT AND PAINT BEFORE ARRIVING AT THE BUILDING.

Only boats, motors and trailers are to be displayed in open area exhibits. Reminder: There must not be any solid construction over 3' high in open area space. THIS INCLUDES LARGE STANDING SIGNS & POSTERS. Closing booths may be 5', NO HIGHER.

FRIDAY, MAY 29TH, BEGINNING AT 8:30 A.M. – 7:00 P.M.

1001, 1102, 1203, 1221, 1301, 1302, 1303, 1320, 1401, 1421, 1500, 1501, 1601, 1665, 1700 and 1765

FRIDAY, MAY 29TH, BEGINNING AT 2:00 P.M. – 7:00 P.M.

1021, 1120, 1423 and 1520

SATURDAY, MAY 30TH, BEGINNING AT 8:30 A.M. – 7:00 P.M.

1243, 1245, 1344, 1443, 1542, 1621, 1643 and 1720

SATURDAY, MAY 30TH, BEGINNING AT 2:00 P.M. – 7:00 P.M.

1043, 1065, 1142, 1465 and 1564

MONDAY, JUNE 1ST, BEGINNING AT 8:30 A.M. – 7:00 P.M.

1162, 1165, 1365, 1741 and 1742

NO VEHICLES WILL BE PERMITTED IN THE BUILDING AFTER MONDAY, JUNE 1ST.

Exhibitors Must Hand Carry Or Dolly Merchandise As Of Tuesday, June 2nd. Call us at 713-526-6361 with any questions regarding move-in.



10'x10' BOOTH MOVE-IN SCHEDULE

MOVE-IN must go according to schedule in order to accommodate everyone. There are (2) drive-in freight doors in the rear of the building and (2) on the East end of the building.

NO SIGNS OR BANNERS MAY BE HUNG FROM ANY BUILDING STRUCTURE. This includes ceilings, columns, air conditioning units and utility lines.

CARPET: IF YOU PLAN TO CARPET ANY PART OF YOUR EXHIBIT AREA AT THE SHOW Carpet must be pre-cut to fit only in the area of your contracted space, and carpet must not extend into any other areas including traffic aisles. The decorator must be able to secure aisle carpet properly with no obstructions.

Reminder: No booth exhibit may exceed the 8' backdrop height or the 3' side divider height. Sidewalls cannot extend more than 6' from the 8' backdrop.

IF YOU WANT TO COLOR COORDINATE YOUR EXHIBIT AREA: The Aisle Carpet Will Be Red and The 10' x 10' Booths Will Have Red, White and Blue Back Drapes and Red Side Divider Drapes.

SUNDAY, MAY 31ST, BEGINNING AT 8:30 A.M. – 7:00 P.M.

121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 521, 523, 525, 527, 529, 531, 533, 535, 537, 539, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638

SUNDAY, MAY 31ST, BEGINNING AT 2:00 P.M. – 7:00 P.M.

143, 145, 147, 149, 151, 153, 155, 157, 159, 161, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 543, 545, 547, 549, 551, 553, 555, 557, 559, 561, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660

NO VEHICLES WILL BE PERMITTED IN THE BUILDING AFTER MONDAY, JUNE 1ST.

Exhibitors Must Hand Carry Or Dolly Merchandise As Of Tuesday, June 2nd. Call us at 713-526-6361 with any questions regarding move-in.



SHOW MOVE OUT

Move out will begin one hour after the show closes on Sunday, June 7th. The building will close at midnight the night of the 7th.

Move out will resume Monday, June 8th at 9:00 A.M. The building must be clear by 5:00 P.M. on June 8th.

All exhibitors moving out may exit through any freight door if the way is free and clear and does not interfere with another exhibitor.

Show Management recommends that booth exhibitors do not leave their exhibits unmanned until completely moved out.

WE REALIZE EVERY EXHIBITOR IS ANXIOUS TO GET PACKED AND LOADED AS SOON AS POSSIBLE AFTER SHOW CLOSE. WE REMIND YOU, PLEASE BE COURTEOUS AND RESPECTFUL OF ALL OTHER EXHIBITORS TRYING TO EXIT JUST AS QUICKLY.

DO'S AND DON'TS FOR ALL EXHIBITORS:

- ☑ DO: Hand carry or dolly merchandise only thru rear walk-thru doors (exhibitors' entrance).
- ☑ DO: If you plan to leave a structure in the building until Monday, move it to a wall and out of the way of other exhibitors trying to move out.
- ✖ DON'T: Leave your booths unmanned until completely moved out.
- ✖ DON'T: **Place anything on aisle carpet.** Freight doors cannot be raised until aisle carpet has been rolled up.
- ✖ DON'T: Try to bring a vehicle into the building until after 8 p.m.
- ✖ DON'T: Bring move-out personnel into the building until after 5 p.m. on Sunday.

If you have any questions or if the Boat Show Staff can assist you in any way, please call our office at 713-526-6361.



2015 QUARTERDECK CLUB MENU

Wednesday, June 3rd

Rosemary Grilled Chicken Breast
Rice Pilaf, Seasoned Grilled Vegetables & Assorted Rolls
Lemon Bars and Brownies

Thursday, June 4th

Three Cheese & Chicken Enchiladas
Tomato Cilantro Rice and Charro Beans
Fresh Berry Shortcake

Friday, June 5th

Southern Style Meatloaf
Green Beans and Macaroni & Cheese
Peach Cobbler with Whipped Cream

Saturday, June 6th

Lasagna with Meat Sauce
Grilled Zucchini & Yellow Squash and Garlic Bread Sticks
Tiramisu

Sunday, June 7th

Texas Barbeque Beef Brisket
Chipotle Baked Potato Salad & Barbeque Baked Beans
Freshly Baked Cookies

Ice Tea & Water Included

$11.50 Per Person

The Quarterdeck Club is an area where exhibitors can get away from the "office." The Club will be open from 1:00 pm – 6:00 pm Wednesday thru Saturday and 5 pm on Sunday for the exclusive use and convenience of exhibitors and their guests. Admission will be by exhibitor badge only. An exhibitor must accompany all guests. We invite you to use the Quarterdeck Club for your pleasure and relaxation.



TEXAS SALES TAX LAW

Any company that makes retail sales of taxable merchandise within Texas (even though they DO NOT have a location in Texas) still must have a Texas Sales and Use Tax Permit.

For ALL SALES made during the Boat Show, you are responsible for charging, collecting, and remitting sales tax to the State Comptroller. Sales tax is 8.25%. Exhibitors not selling merchandise, only displaying, ARE STILL REQUIRED to have a Texas Sales and Use Tax Permit.

For complete information contact:

Glenn Hager — 1-800-252-5555
Texas Comptroller of Public Accounts
Post Office Box 13528, Capitol Station
Austin, Texas 78711-3528

Or via the web, go to: http://www.window.state.tx.us/taxpermit/

RULES REGARDING USE OF MUSIC

Any use of music either from tapes, records, CD's, audio/visual presentations, live entertainment or radio (over speakers) at any function held in conjunction with this event is subject to applicable copyright and licensing fees charged by ASCAP and/or BMI. It is the sole responsibility of the exhibitor to pay the applicable fees. For more information about licensing fees, visit www.ascap.com or www.bmi.com.

Again, If you use music subject to the U. S. Copyright Laws, it is your responsibility to procure any and all necessary licenses or permission for the use of music.

By exhibiting in the contracted space, you, the exhibitor, agree that you **shall not** use any music either from tapes, records, CD's, audio/visual presentations, live entertainment or radio (over speakers) without complying with any and all applicable laws and regulations required by the U.S. Copyright Law. You, the exhibitor, further agree to indemnify and hold harmless Houston International Boat, Sport & Travel Show, Inc. and The Boating Trades Association of Metropolitan Houston from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or related to your failure to comply with any and all applicable laws and regulations under the U. S. Copyright Law.



PLUMBING & ELECTRICAL SERVICE

Exhibitors are not permitted to hook up to the electrical outlets. All plumbing and electrical requirements are to be ordered through Event Services (See enclosed order forms).

All tanks or equipment to be filled with water must be ordered through the plumbing contractor. YOU WILL BE CHARGED FOR ALL ELECTRICITY AND WATER USED.

FREIGHT & SHIPMENTS

Shephard Exposition Services is The Show's freight contractor. They will administer the assignment of loading docks and supervise the teamster labor that will be responsible for unloading freight shipments. Shephard will handle all deliveries being brought to the building for exhibitors. Exhibitors may then set up their own displays but with full-time company employees ONLY.

SPECIAL EQUIPMENT & RIGGING

Anyone needing special rigging such as boom cranes, etc., please notify Shephard Services as to what will be required and the time of arrival so proper arrangements can be made. **This information must be given in advance and at the earliest possible time.**

SO THAT YOU WILL NOT BE CHARGED FOR "DOWN TIME", YOU MUST ORDER IN ADVANCE AND BE READY AT THE TIME RESERVED FOR YOU.

Because problems can arise in moving larger boats into The Show, privately owned power lift equipment (forklifts and cranes) is not permitted in the building. If this poses a problem with any exhibitor, Michael Triola with Shephard Expo Services will discuss your needs with you and work with you any way possible.

NOTE: Regarding lift equipment, orders received after 4:30 p.m. for that day are on overtime. *ORDER IN ADVANCE.*



PRIZE REGISTRATIONS

The Boat Show provides an excellent opportunity for exhibitors to obtain prospects to focus sales efforts towards the coming months. To compile such a list, you need to obtain names, addresses and telephone numbers of the visitors who stop by your exhibit.

We suggest registration for a prize. Use registration forms, which not only include spaces for names, addresses and phone numbers, but which include questions for beneficial information such as: "Do you own a boat, RV, or summer home?" and "Are you in the market to buy?" etc.

If you do plan to give away one or more prizes, you must RETURN THIS FORM.

ALSO, YOU MUST REPORT THE NAMES OF THE WINNERS AT THE BOAT SHOW REGISTRATION DESK AT THE CLOSE OF THE SHOW.

MAIL TO:

HOUSTON SUMMER BOAT SHOW
8909 KNIGHT ROAD
HOUSTON, TEXAS 77054

FAX TO:

713-526-6454

Yes, we plan to conduct registration for prizes at our exhibit. The prize(s) will be:

_____

_____

EXHIBITOR NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____



PRIZE WINNERS

BE SURE TO RECORD THE WINNER(S) ON THIS FORM AND DELIVER TO SHOW MANAGEMENT AT THE CLOSE OF THE SHOW.

WINNER'S NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

PRESENTING EXHIBITOR NAME: _____

WINNER'S NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

PRESENTING EXHIBITOR NAME: _____

IF YOU NEED ADDITIONAL FORMS, CONTACT SHOW MANAGEMENT AT 713-526-6361.

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

ONLINE ORDERING INSTRUCTIONS

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on Houston Boat, Sport and Travel Show
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = HBS15

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. 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.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart 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
(407) 888-9669
orlando@shepardes.com

PAYMENT AUTHORIZATION

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

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 Boat, Sport and Travel 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: MasterCard ☐ VISA ☐ ☐ 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, however 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: **orlando@shepardes.com**

SHEPARD TERMS & CONDITIONS

Houston Boat, Sport and Travel 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 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 that 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
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

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
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____
☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

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: MasterCard ☐ VISA ☐ ☐

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: orlando@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Deadline Date: May 6, 2015

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 additionally insured for the time period of the show (including move-in and move-out days).

~ 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: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
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Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

ECONOMY BOOTH PACKAGE

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Deadline Date: May 13, 2015

MAKE ORDERING SIMPLE & SAVE MONEY! ...GET THE ECONOMY BOOTH PACKAGE

Each of the packages below are for 10' x 10' booths. To qualify for the discounted rates listed, orders must be received with payment by May 13, 2015. No substitutions will be accepted. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular kit rates.

BOOTH PACKAGE 10' X 10' (50177)

Qty.	Code	Item Description	Discount	Amount
	50046	1 - 6'L x 24"W x 30"H Skirted Table *	140.00	
	50020	2 - Upholstered Side Chairs		
	50091	1 - Wastebasket		

*** Please select your table skirt color:**

☐ Red (01) ☐ White (03) ☐ Blue (05)
☐ Black (06) ☐ Grey (10) ☐ Teal (13)

BOOTH PACKAGE B (50178)

Qty.	Code	Item Description	Discount	Amount
	50046	1 - 6'L x 24"W x 30"H Skirted Table *	210.00	
	50020	2 - Upholstered Side Chairs		
	50091	1 - Wastebasket		
	50255	10 X 10 Carpet **		

*** Please select your table skirt color:**

☐ Red (01) ☐ White (03) ☐ Blue (05)
☐ Black (06) ☐ Grey (10) ☐ Teal (13)

**** Please select your carpet color:**

☐ Red (01) ☐ Blue (05) ☐ Burgundy (07)
☐ Black (06) ☐ Tuxedo (50) ☐ Teal (13)

Please complete the following:

Company Name: _____ **Booth #:** _____ Total $

Contact Name: _____ **Phone #:** _____ 8.250% Tax: $

Authorized Signature: _____ 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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

All tax rates are subject to change.

Houston Boat, Sport and Travel Show

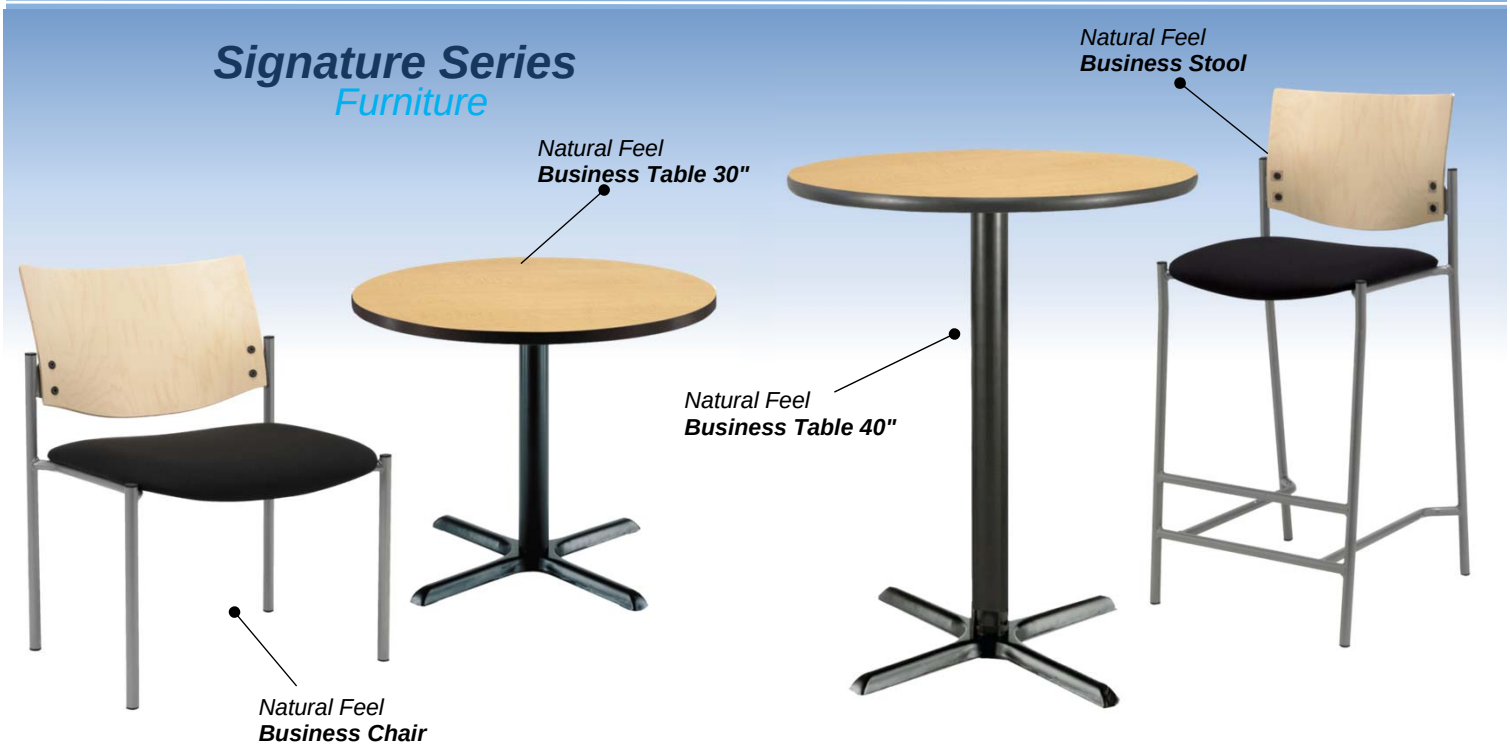
NRG Center - Houston, Texas | June 3 - 7, 2015

(407) 888-9669 (407) 888-2301 orlando@shepardes.com

EVENT CODE: T166790615

DISCOUNT DEADLINE: May 4, 2015

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table



Available Colors:

Promotional Furnishings



Lighting & Accessories



Natural Feel Furniture

	Qty.	Item	Discount	Regular	Amount
50704		Natural Feel Business Chair	126.50	164.45	
50705		Natural Feel Business Stool	154.00	200.20	
50706		Natural Feel Business Table 30"	258.50	336.05	
50707		Natural Feel Business Table 40"	269.50	350.35	

Natural Feel Accessories

	Qty.	Item	Discount	Regular	Amount
50709		Natural Feel Floor Lamp	137.50	0.00	
50710		Natural Feel Table Lamp	99.00	0.00	
50708		Natural Feel Waste Receptacle	60.50	0.00	

Fabric Table Covers (50700)

Qty.	Item	Discount	Regular	Amount
	White - Fabric Table Cover w/ Table	214.50	278.85	
	Red - Fabric Table Cover w/Table	214.50	278.85	
	Blue - Fabric Table Cover w/Table	214.50	278.85	
	Black - Fabric Table Cover w/Table	214.50	278.85	

Promotional Furnishings

	Qty.	Item	Discount	Regular	Amount
50713		Promotional Furnishings Table	*Call for Quote*		
50714		Promotional Furnishings Stool*	*Call for Quote*		

***Promotional Stools must be ordered 30 days prior to show**

All Signature Series Furnishings must be ordered 30 days before move in for availability.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	$
(9.250%) Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.
*All tax rates are subject to change.

Houston Boat, Sport and Travel Show

NRG Center - Houston, Texas | June 3 - 7, 2015

(407) 888-9669 (407) 888-2301 orlando@shepardes.com

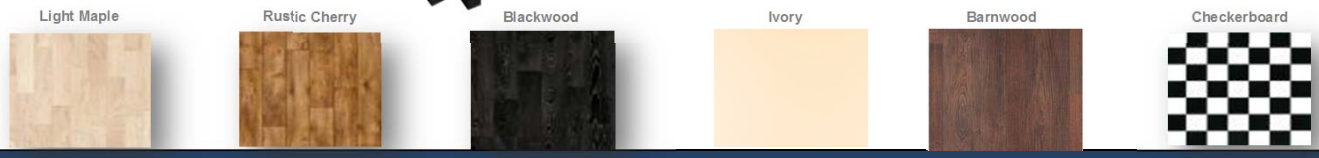
EVENT CODE T166790615

DISCOUNT DEADLINE May 4, 2015

Elevated
Hardwood Flooring

Signature Series Flooring





Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

	X		=	sq. ft.
length		width		

Premium Plush Carpet (46004)

	Sq. Ft.	Item	Per Sq. Ft	Amount
(22)		Navy	8.30	
(74)		Crimson	8.30	
(73)		Graphite	8.30	
(03)		White	8.30	
(06)		Black	8.30	
(90)		Hot Pink	8.30	
(91)		Electric Blue	8.30	
(77)		Bay Blue	8.30	
(48)		Hunter	8.30	
(99)		Sun Gold	8.30	
(98)		Paprika	8.30	
(07)		Burgundy	8.30	

Premium Vinyl Floor (46005)

	Sq. Ft.	Item	Per Sq. Ft	Amount
(83)		Light Maple	10.80	
(84)		Rustic Cherry	10.80	
(80)		Blackwood	10.80	
(31)		Ivory	10.80	
(85)		Barnwood	10.80	
(82)		Checkerboard	10.80	

Elevated Hardwood Floor

	Sq. Ft.	Item	Per Sq. Ft	Amount
50712		Light Oak - Elevated Hardwood Floor	*Call for Quote*	
50711		Dark Oak - Elevated Hardwood Floor	*Call for Quote*	

**** Please refer to the labor order form to order labor for the installation of your elevated floor***

All Signature Series Flooring must be ordered 30 days before move in for availability.

Please complete the following.

Total Signature Flooring:	$
(9.250%) Tax*:	$
Amount Due:	$

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Authorized Signature:

_____

Payment authorization must be completed and returned with order.
*All tax rates are subject to change.

BOOTH CARPETING

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
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Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐





	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	6.05	7.85	
46003		Rental 1000+/sq.ft	5.25	6.85	

Rental includes installation and removal of carpet and visqueen.
Minimum 100 sq. ft. required.

PURCHASED PREMIUM CARPET

	Qty.	Item	Discount	Regular	Amount
46002		Purchase/sq.ft.	14.45	18.80	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=	sq. ft.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.95	1.25	
50008		1" Padding	2.15	2.80	
50010		Visqueen	0.35	0.45	

EXPO CARPET - 13 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐





	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	193.40	251.40	
50256		10' x 20'	368.10	478.55	
50257		10' x 30'	549.10	713.85	
50258		10' x 40'	730.00	949.00	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

	Qty.	Item	Discount	Regular	Amount
50580		0 - 399 sq ft	4.25	5.55	
50581		400 - 900 sq ft	3.85	5.00	
50582		900+ sq ft	3.50	4.55	

Rental includes installation and removal of carpet and visqueen protective covering.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting	$
8.25% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

EXPO FURNISHINGS

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Shepard Exposition Services

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Customer Service Phone: (407) 888-9669

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TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	114.30	148.60	
50046			6'L X 30"H	140.40	182.50	
50050			8'L X 30"H	177.95	231.35	
50043			4'L X 42"H	138.90	180.55	
50047			6'L x 42"H	177.85	231.20	
50051			8'L x 42"H	209.15	271.90	
50052			4th Side 30"	69.45	90.30	
50171			4th Side 42"	69.45	90.30	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	81.40	105.80	
50044		6'L X 30"H	97.15	126.30	
50048		8'L X 30"H	114.55	148.90	
50041		4'L X 42"H	91.70	119.20	
50045		6'L x 42"H	114.55	148.90	
50049		8'L x 42"H	127.75	166.10	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	46.10	59.95	
50084			6'L X 6"H	59.45	77.30	
50086			8'L X 6"H	79.65	103.55	
50083			4'L X 12"H	99.75	129.70	
50085			6'L x 12"H	124.20	161.45	
50087			8'L x 12"H	138.40	179.90	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	23.70	30.80	
50078		6'L X 6"H	33.35	43.35	
50080		8'L X 6"H	43.10	56.05	
50077		4'L X 12"H	46.00	59.80	
50079		6'L x 12"H	65.65	85.35	
50081		8'L x 12"H	80.20	104.25	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	72.75	94.60	
50021		Arm Chair	101.20	131.55	
50024		Stool w/back	118.60	154.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	20.85	27.10	
50094		Floor Easel	41.10	53.45	
50245		Literature Rack	157.85	205.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	200.80	261.05	
50092		Coat Rack	71.30	92.70	
50093		Garment Rack	200.80	261.05	



Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	84.70	110.10	
50095		Sign Holder, 22x28	93.55	121.60	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.70	20.40	

Please select sateen color from below:

☐ Red (01) ☐ Gold (04) ☐ Burgundy (07)
☐ Green (02) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Teal (13)

Total Expo Furnishings:	$
8.250% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

SPECIALTY FURNISHINGS & ACCESSORIES

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NRG Center - Houston, Texas

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Discount Deadline: May 13, 2015

SPECIALTY CHAIRS AND TABLES





36" Diameter
42" or 30" H



24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	75.90	98.65	
51090		Director's Stool	135.80	176.55	
51089		Ped. Table,42"	209.20	271.95	
50032		Ped. Table,30"	199.55	259.40	
50030		Rnd Side Table	96.55	125.50	
50031		Sq. Side Table	96.55	125.50	

SHOWCASES



Full View



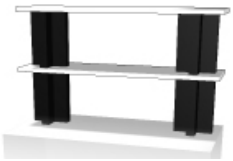
Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	756.80	983.85	
50068		Full View 6'	834.75	1085.20	
50069		Quarter View 4'	756.80	983.85	
50070		Quarter View 6'	834.75	1085.20	

Standard Showcases are a gray finish.

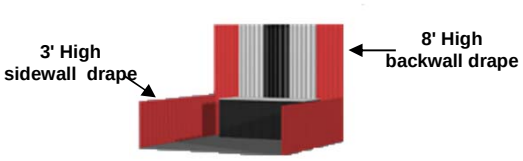
MISCELLANEOUS ITEMS





	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	44.30	57.60	
50088		8' Upright	26.55	34.50	
50349		6'-10' Crossbar	17.65	22.95	
50350		8'-14' Crossbar	17.65	22.95	
50296		4' x 12" Display Riser *	84.80	110.25	
50297		6' x 12" Display Riser *	105.55	137.20	

** These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.*



GRID AND GRID ACCESSORIES





	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	180.95	235.25	
50237		2'x8' w/o legs, each	135.65	176.35	
50242		7-Ball Waterfall	12.45	16.20	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD



50065

50061



50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	245.05	318.55	
50061		4' x 8' Vert.	245.05	318.55	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	19.25	25.05	
50074		3' High	14.25	18.55	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Total Specialty Furnishings/Accessories:	$
8.250% Tax*:	$
Amount Due:	$

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EXECUTIVE FURNITURE

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

***** Additional styles and colors are available online! *****

http://www.shepardes.com/intro.asp

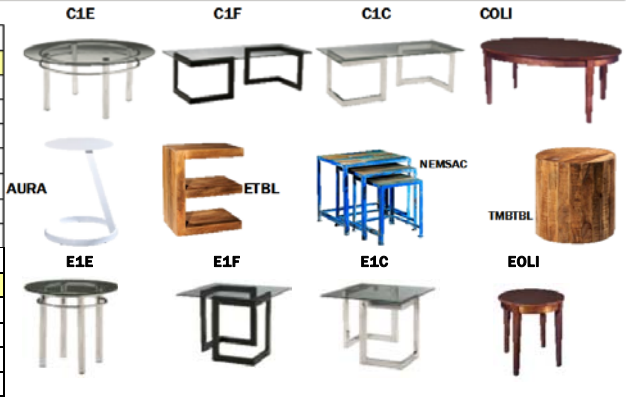
COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	695.00	903.50	
	LSM	616.15	801.00	
	OCB	505.25	656.85	
	Heathrow			
	HEA08	768.45	999.00	
	HS008	2016.10	2620.95	
	HCH08	599.05	778.75	
	HC008	645.25	838.85	
	Naples			
	NPLSOF	968.65	1259.25	
	NPLCHR	676.05	878.85	
	NPLLOV	814.65	1059.05	
	Roma			
	CHR003	594.75	773.20	
	SFA003	912.05	1185.65	
	Tangiers			
	TANSOF	768.45	999.00	
	TANCHR	498.60	648.20	
	Miscellaneous Seating			
	SO1	788.15	1024.60	
	BCW	949.45	1234.30	
	OCH	877.85	1141.20	
	SWAN	414.25	538.55	
	Ottomans			
	OTS	281.60	366.10	
	END02B	414.25	538.55	
	END02W	414.25	538.55	
	BNO08	475.85	618.60	
	BNO75	475.85	618.60	
	OTL	453.80	589.95	
	OTK	453.80	589.95	
	OTH	143.30	186.30	
	VIB02	150.70	195.90	
	OSC	132.50	172.25	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	333.15	433.10	
	C1F	304.55	395.90	
	C1C	313.45	407.50	
	AURA	167.85	218.20	
	ETBL	206.20	268.05	
	NEMSAC	337.25	438.45	
	TMBTBL	198.65	258.25	
	COLI	277.60	360.90	
	End Tables			
	E1E	313.45	407.50	
	E1F	284.80	370.25	
	E1C	293.80	381.95	
	EOLI	246.40	320.30	



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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	508.80	661.45	
	CF2 (60"L)	490.80	638.05	
	CE1 (42"L)	351.10	456.45	
	CF1 (42"L)	333.15	433.10	
	Graphite Nebula - 29" High			
	CB2 (6'L)	541.60	704.10	
	CB3 (8'L)	664.60	864.00	
	CB1 (42"RND)	449.65	584.55	
	Mahogany - 29" High			
	CC6 (6'L)	508.80	661.45	
	CC7 (8'L)	626.95	815.05	
	CC8 (10'L)	997.75	1297.10	
	CC5 (42"RND)	447.15	581.30	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	361.85	470.40	



CONFERENCE CHAIRS & OCCASSIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	537.40	698.60	
	SC9	236.45	307.40	
	Luxor - Black Leather			
	XC1	508.80	661.45	
	Altura - Black Crepe			
	XC6	392.35	510.05	
	XC5	431.75	561.30	
	Brewer			
	SC3	209.60	272.50	
	Miscellaneous Chairs			
	SC8	178.55	232.10	
	SC1	223.90	291.05	
	SC4	223.90	291.05	
	OCA	324.65	422.05	
	LABREA	475.85	618.60	
	MADGRY	490.90	638.15	
	PROEXE	429.65	558.55	
	RSTDIN	167.85	218.20	
	CH002	137.05	178.15	
	DUET	75.45	98.10	
	XCHR	121.65	158.15	
	SCE *	157.05	204.15	

**** The SCE chair is also available in green, white, and black. Please contact Shepard if you would like to order these colors.***



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BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	295.70	384.40	
	VTW	306.45	398.40	
	WTW	460.45	598.60	
	30" Round x 42" High			
	VTK	285.25	370.85	
	VTJ	285.25	370.85	
	VTG	284.90	370.35	
	VTC	285.25	370.85	
	WTJ	361.70	470.20	
	WTS	438.90	570.55	

**** These bar tables are available in a variety of colors. Please contact Shepard for more information.***



BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	1657.45	2154.70	
	BRC	4770.60	6201.80	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Banana - Chrome, 30" High			
	BST	292.25	379.95	
	BSS	292.20	379.85	
	Oslo - 30" High			
	BSD	304.35	395.65	
	BSC	304.35	395.65	
	Miscellaneous			
	BSL (29"H)	231.30	300.70	
	BSN (29"H)	328.70	427.30	
	BCE (32"H)	269.55	350.40	
	BS003	348.45	453.00	
	RSTSTL	152.45	198.20	
	ROLLRD *	244.85	318.30	
	ROLLGY *	244.85	318.30	

**** These barstools are also available in white and black. Please contact Shepard for more information.***



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8.250% Tax*:	$
Amount Due:	$

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	274.80	357.25	
	ZTN	274.80	357.25	
	ZTQ	302.50	393.25	
	XTP	370.45	481.60	
	XTN	370.45	481.60	
	XTR	438.90	570.55	
	30" Round x 29" High			
	ZTK	247.00	321.10	
	ZTJ	247.00	321.10	
	XTK	340.90	443.15	
	XTJ	340.90	443.15	
	XTS	414.25	538.55	
	ZTG	289.95	376.95	
	30MHSC	320.45	416.60	



ZTP - 36"
ZTK - 30"



ZTN - 36"
ZTJ - 30"



ZTQ - 36"



XTP - 36"
XTK - 30"



XTN - 36"
XTJ - 30"



XTR - 36"



XTS - 30"



ZTG - 30"



30MHSC

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	132.15	171.80	
	CS9	132.15	171.80	
	Altura - Black Crepe			
	SY1	238.25	309.75	
	DF1	353.05	458.95	

CS8



CS9



SY1



DF1



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDL	560.65	728.85	
	PMB36	318.60	414.20	
	PMB42	375.50	488.15	
	BC6	406.90	528.95	
	BC7	398.30	517.80	
	ET2	406.90	528.95	
	Training Room			
	JD6	686.15	892.00	
	Lateral Files			
	L26	504.40	655.70	
	L27	476.50	619.45	
	Refrigerator			
	R1Q	415.25	539.85	

PEDESTALS	COLOR	SIZE
PDL	Black	24"Lx24"Dx42"H
PMB36	Black	24"Lx24"Dx36"H
PMB42	Black	24"Lx24"Dx42"H

PDL



PMB36 & 42





BC6



BC7



ET2



JD6



L26



L27



R1Q

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LIGHTED PRODUCTS & LAMPS

Qty.	Item	Discount	Regular	Amount
	Lighted Ottoman & Table			
	CUBL20	237.95	309.35	
	CUBTBL	237.95	309.35	
	Lamps			
	LA15	245.85	319.60	
	LA14	166.55	216.50	
	Lighted Pedestals			
	PDL36W	552.85	718.70	
	PDL42W	660.65	858.85	
	PDL36B	552.85	718.70	
	PDL42B	660.65	858.85	



CUBL20



CUBTBL



LA14





LA15

PDL36W & 42W



PDL36B & 42B



PEDESTALS	COLOR	SIZE
PDL36W	White	24"Lx24"Dx36"H
PDL42W	White	24"Lx24"Dx42"H
PDL36B	Black	24"Lx24"Dx36"H
PDL42B	Black	24"Lx24"Dx42"H

GROMMETED TABLES

Qty.	Item	Discount	Regular	Amount
	Grommeted Tables			
	G30BMW	781.75	1016.30	
	G30DMW	628.80	817.45	
	G30CMW	416.40	541.30	
	G30BWW	781.75	1016.30	
	G30DWW	628.80	817.45	
	G30CWW	416.40	541.30	



Maple Top with Grommet Holes

G30BMW - 72"Lx26"Dx42"H

G30DMW - 72"Lx26"Dx30"H

G30CMW - 72"Lx26"Dx18"H



White Top with Grommet Holes

G30BWW - 72"Lx26"Dx42"H

G30DWW - 72"Lx26"Dx30"H

G30CWW - 72"Lx26"Dx18"H

MOBILE TABLET STANDS

Qty.	Item	Discount	Regular	Amount
	Mobile Tablet Stands			
	TBBCHR *	76.50	99.45	
	TBSHLF *	76.50	99.45	
	TBPNTR *	76.50	99.45	
	TBSDW	246.45	320.40	
	TBSTND	243.05	315.95	

**** Please note that all tablet stands must be ordered separately***

Tablets and electrical services are not included with this rental.



TBBCHR



TBSHLF



TBNTR



TBSDW



TBSTND

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INLINE BOOTH RENTALS

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June 3 - 7, 2015

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Event Code: T166790615

Discount Deadline: May 4, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

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The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	2915.20	3789.75
	10' x 20'	4747.25	6171.45
	Subtotal		

(66470, 66471)

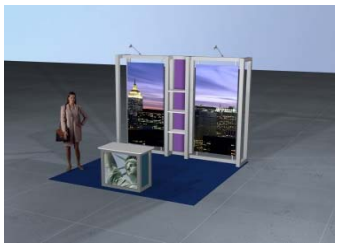
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2033.75	2643.90
	10' x 20'	3559.90	4627.85
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2522.65	3279.45
	10' x 20'	4789.80	6226.75
	Subtotal		

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3059.10	3976.85
	10' x 20'	3625.60	4713.30
	Subtotal		

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3229.05	4197.75
	10' x 20'	4475.35	5817.95
	Subtotal		

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	2968.45	3859.00
	10' x 20'	4362.05	5670.65
	Subtotal		

(66492, 66493)

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****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

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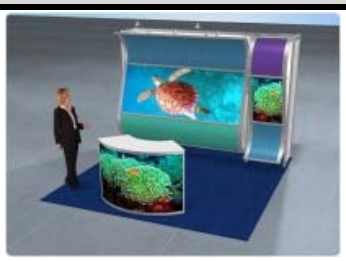
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- *Installation/Dismantle
- *Custom Furniture Rental

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The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3166.75	4116.80
	10' x 20'	4786.95	6223.05
	Subtotal		

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3002.45	3903.20
	10' x 20'	4135.45	5376.10
	Subtotal		

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3144.10	4087.35
	10' x 20'	4985.20	6480.75
	Subtotal		

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1869.45	2430.30
	Subtotal		

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3263.05	4241.95
	Subtotal		

(66481)

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EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

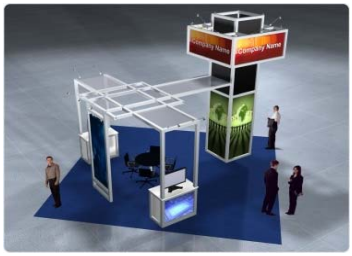
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The Monroe

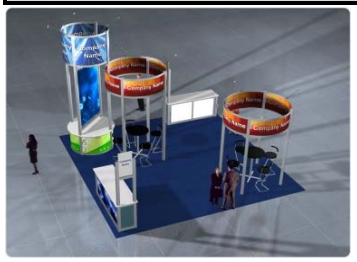




Qty.	Description	Discount	Regular
	20' x 20'	7421.15	9647.50
Subtotal			

(66494)

The Jefferson





Qty.	Description	Discount	Regular
	20' x 20'	11046.75	14360.80
Subtotal			

(66498)

The Taylor

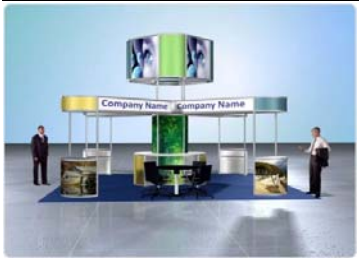


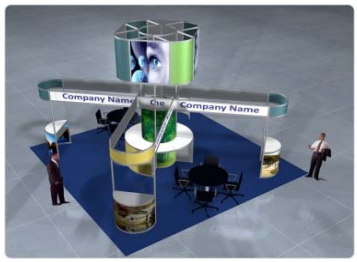


Qty.	Description	Discount	Regular
	20' x 20'	10378.30	13491.80
Subtotal			

(66480)

The Washington





Qty.	Description	Discount	Regular
	20' x 20'	10650.20	13845.25
Subtotal			

(66368)

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. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

****Please Note**** **Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

ISLAND BOOTH RENTALS

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 4, 2015

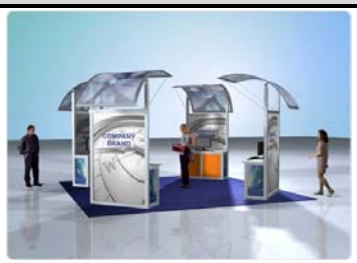
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Adams

Qty.	Description	Discount	Regular
	20' x 20'	10763.50	13992.55
Subtotal			

(66497)

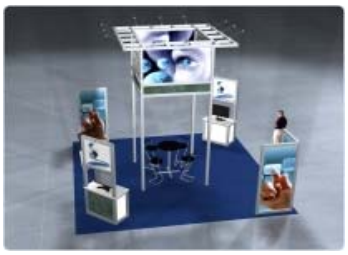
The Tyler




Qty.	Description	Discount	Regular
	20' x 20'	7925.35	10302.95
Subtotal			

(66495)

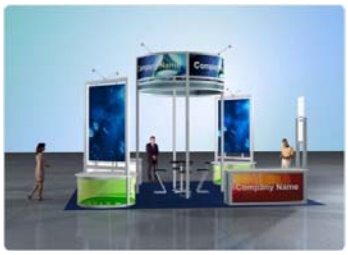
The Garfield




Qty.	Description	Discount	Regular
	20' x 20'	7761.05	10089.35
Subtotal			

(66496)

The Cleveland




Qty.	Description	Discount	Regular
	20' x 20'	11556.60	15023.60
Subtotal			

(66499)

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. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.
****Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
* All tax rates are subject to change.

EXHIBIT RENTAL ACCESSORIES

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 4, 2015

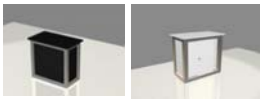
SHOWCASES AND LOCKING CABINETS



Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H



Square Showcase
1' 9" W x 1" 9" D x 7' H



LC3
3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	967.00	1257.10	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1043.70	1356.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	716.70	931.70	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	869.75	1130.70	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	528.70	687.30	
Please choose panel color: ☐ Black (06) ☐ White (03)					

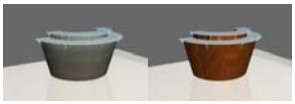


LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
7' 9" W x 3' 5" D x 3' 9" H



RC2
4' 9"W x 2' 3"D x 3' 3"H



RC3*
5' 3"W x 3' 3"D x 3' 6"H



CS1*
CS1 - 3' W x 1' 9" D x 6' 3" H

CS2*
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	1994.45	2592.80	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	737.05	958.15	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1598.85	2078.50	
66285		**CS1***	929.85	1208.80	
66286		**CS2***	541.90	704.45	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	502.20	652.85	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	904.50	1175.85	
66279		**GL2***	855.80	1112.55	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station*	1642.85	2135.70	



Gondola
3' 6" W x 1' 9" D x 5' H



GL1*
GL1 - 5' 4" W x 1' 3" D x 8' H

GL2*
GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

*** All tax rates are subject to change.**

SIGN ORDER FORM

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	153.25	199.25	
70010		Horz., 22" x 28"	153.25	199.25	
70011		Vertical, 28" x 44"	233.55	303.60	
70012		Horz., 28" x 44"	233.55	303.60	
70025		Meterboard, 39" x 90.75"	472.55	614.30	
Accessories					
70017		Blank Foamcore, 4'x 8'	41.65	54.15	
70021		Velcro, per ft, min. 5 ft.	2.70	3.50	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	19.40	25.20	
70071		grommets, per sq. ft. - Horizontal	19.40	25.20	
70066		Pockets, per sq. ft. - Vertical	20.90	27.15	
70072		Pockets, per sq. ft.- Horizontal	20.90	27.15	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	45.80	59.55	

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

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.)

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

Other Graphic Services Available

~ Artwork/graphic design serivces (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"	4673.65	6543.10
69142	16' x 48"	7427.95	10399.15



SQUARE DESIGN			
Code	**Size**	**Discount***	**Regular**
69143	10' x 48"	5683.15	7956.40



TRIANGULAR DESIGN			
Code	**Size**	**Discount***	**Regular**
69144	10' x 48"	4598.85	6438.40



WAVE DESIGN			
Code	**Size**	**Discount***	**Regular**
69145	10' x 48" Single	2025.25	2835.35
69146	10' x 48" Double	2775.85	3886.20

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

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Monday, May 04, 2015

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
Event Code: T166790615

Houston Boat, Sport and Travel Show
June 3 - 7, 2015
NRG Center - Houston, Texas

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 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 Boat, Sport and Travel 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).

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 Advanace Warehouse by:** Friday, May 22, 2015

HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

SIGN ASSEMBLY/DISMASSEMBLY 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	106.25	138.15	$
69151		OT	159.38	207.20	$
69152		DT	212.50	276.25	$

SIGN DISASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	106.25	138.15	$
69154		OT	159.38	207.20	$
69155		DT	212.50	276.25	$

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

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 - 4:30 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.
Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION

Code	Est Hours	Discount	Regular	Amount
69156		500.00	650.00	

RIGGING REMOVAL

Code	Est Hours	Discount	Regular	Amount
69157		500.00	650.00	

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.

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:

Subtotal: $

Company Name: _____ **Booth #:** _____

8.250% Tax*: $

Contact Name: _____ **Phone #:** _____

Amount Due: $

Authorized Signature: _____

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.**

OVERHEAD RIGGING EQUIPMENT

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Exhibit Solutions Phone: (407) 888-9669

Exhibit Solutions Fax: (407) 888-2301

Exhibit Solutions Email: orlando@shepardes.com

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	481.55	722.35	
69016		Half Ton Hoist/Chain Motor	424.90	637.35	
69101		1/4 Ton Hoist/Chain Motor	254.95	382.45	
69019		Rotating Motor 500 LB Limit	453.20	679.80	
69020		Rotating Motor 200 LB Limit	254.95	382.45	

☐ Rotate Clockwise

☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	22.65	34.00	
6909406		12" Black Box Truss (Per FT)	22.65	34.00	
		Truss Details (QTY/Size)			
6903815		12" Silver Corner Block	85.00	127.50	
903806		12" Black Corner Block	113.30	169.95	
70067		Design Fee (Hourly)	141.65	184.15	

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 Exhibit Solutions Sales Department at:

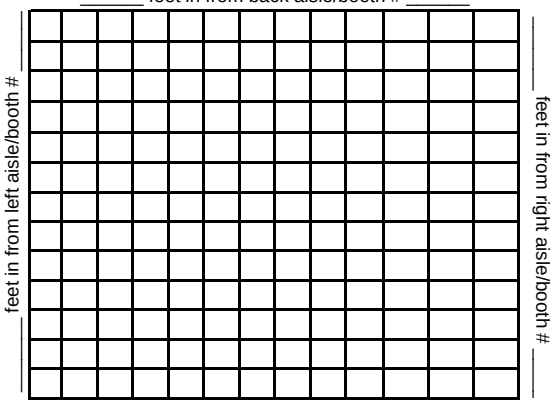
ESSRentals@shepardes.com

PLACEMENT DIAGRAM

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

_____ feet in from back aisle/booth # _____

feet in from left aisle/booth # _____



feet in from right aisle/booth # _____

_____ feet in from front aisle/booth # _____

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:	
☐ Cloth	☐ Square	Height:	
☐ Wood	☐ Triangle	Length:	
☐ Metal	☐ Rectangle	Width:	
☐ Truss	☐ Other	Weight:	
☐ 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.**

UNION JURISDICTIONS
HOUSTON, TEXAS

UNION LABOR
Texas is a "right-to-work" state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, 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
Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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 have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible for any materials they do not handle.

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
Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

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.

LABOR ORDER FORM

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	85.00	110.50	30% **	
68067		OT	127.50	165.75	30% **	
68068		DT	170.00	221.00	30% **	

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

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	85.00	110.50	
68061		OT	127.50	165.75	
68062		DT	170.00	221.00	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Please note - 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.

Labor Hours

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

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

DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	170.00	221.00	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____

# of pieces: _____ Weight of Shipment: _____

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐

Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____

Forklift required? ☐ Yes ☐ No

Carpet is? ☐ owned ☐ rented from Shepard

Carpet padding? ☐ Yes ☐ No

Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment

☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)

☐ Electrical drawings are attached

☐ Electrical drawings are with exhibit in crate number

☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____

Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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.**

GROUND RIGGING/FORKLIFT RENTAL

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	259.90	337.75	
35039		Overtime Hourly Rental	318.30	413.75	
35067		Double-time Hourly Rental	376.75	489.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	519.75	675.75	
35049		Overtime Hourly Rental	636.65	827.75	
35069		Double-time Hourly Rental	753.50	979.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	779.65	1013.50	
35066		Overtime Hourly Rental	954.95	1241.50	
35070		Double-time Hourly Rental	1130.25	1469.25	

PLEASE NOTE:

Rate structure includes forklift and (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.

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

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

CRANE RENTAL AVAILABLE UPON REQUEST

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

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

DT - Double time: All other hours and holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	106.25	138.15	
35086		Overtime Hourly Rate	159.38	207.20	
35099		Double-time Hourly Rate	212.50	276.25	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	85.00	110.50	
35100		Overtime Hourly Rate	127.50	165.75	
35101		Double-time Hourly Rate	170.00	221.00	

PLEASE NOTE:

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

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

SHEPARD LOGISTICS SERVICES

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)
Houston Boat, Sport and Travel Show
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Warehouse Deadline May 22, 2015
Date

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services
(Company Name, Booth#)
Houston Boat, Sport and Travel Show
NRG Center - Halls A & B
One Reliant Park
Houston, TX 77054

Delivery date: May 31, 2015

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

▪ **Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site**

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

_____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐
Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

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

FAX COMPLETED FORM TO 404-720-8733

Shepard Logistics

Complete Transportation Services



Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

SHIPPING LABELS

Houston Boat, Sport and Travel Show

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

10001 Fannin Street

Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: **Houston Boat, Sport and Travel Show**

First day freight can arrive w/o a surcharge:
May 6, 2015
Last day freight can arrive w/o a surcharge:
May 22, 2015

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

10001 Fannin Street

Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: **Houston Boat, Sport and Travel Show**

First day freight can arrive w/o a surcharge:
May 6, 2015
Last day freight can arrive w/o a surcharge:
May 22, 2015

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

NRG Center - Halls A & B

One Reliant Park

Houston, TX 77054

For: **Houston Boat, Sport and Travel Show**

MUST NOT BE DELIVERED PRIOR TO:

May 31, 2015 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

NRG Center - Halls A & B

One Reliant Park

Houston, TX 77054

For: **Houston Boat, Sport and Travel Show**

MUST NOT BE DELIVERED PRIOR TO:

May 31, 2015 @ **8:00 AM**

HANGING SIGN SHIPPING LABELS

Houston Boat, Sport and Travel Show

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: **Houston Boat, Sport and Travel Show**

First day freight can arrive w/o a surcharge:
May 6, 2015
Last day freight can arrive w/o a surcharge:
May 22, 2015

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: **Houston Boat, Sport and Travel Show**

First day freight can arrive w/o a surcharge:
May 6, 2015
Last day freight can arrive w/o a surcharge:
May 22, 2015

MATERIAL HANDLING AUTHORIZATION

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$97.50	$146.25	$126.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$101.25	$131.75			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$50.75	$101.50			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$87.75	$131.75	$114.00		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$91.25	$118.75			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			

Overtime

Overtime: 30% fee for each overtime application based on ST rate

Double Time

Double Time: 50% fee for each double time application based on ST rate

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	$
N/A Tax*:	$
Amount Due:	$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

STORAGE AUTHORIZATION FORM

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ 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.

SHOWSITE STORAGE

☐ **Secured Storage:** 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).**
(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.
(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.
All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ **Shipped to another destination as arranged via Shepard Logistics Services**

☐ **Transport to another SES show:** _____ **Delivery Date:** _____

☐ **Pick-up arranged with another carrier**

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

MATERIAL HANDLING INFORMATION

Houston Boat, Sport and Travel Show

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

OVERTIME/DOUBLE TIME **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 **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 WAREHOUSE **Surcharge:** **25%** **Minimum:** **$50.00** **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 showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization 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.

MIXED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES **Surcharge:** **15%** **Minimum:** **$50.00** **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 **Surcharge:** **$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 **Surcharge:** **$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 **Surcharge:** **$25.00 per piece, Minimum $50.00** **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.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge:** **$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.

MOBILE SPOTTING FEE **Surcharge:** **$100.00 each way** **35108**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

Houston Boat, Sport and Travel Show

MATERIAL HANDLING Q&A

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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance 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, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, 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.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

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.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. 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.

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.

LIABILITY INSURANCE

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.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

OUTBOUND SHIPMENTS

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 with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special 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?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

SPECIAL MACHINERY MATERIAL HANDLING

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Code	Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES					
35233		2,501 - 5,000 LBS	37.40	48.60	
35235		5,001 - 10,000 LBS	34.00	44.20	
35237		10,001 - 20,000 LBS	32.30	42.00	
35238		20,001 - 30,000 LBS	30.60	39.80	
352410		30,001 + LBS	29.50	38.35	

Overtime: 30% fee for each overtime application based on St rate

Double Time: 50% fee for each double time application based on ST rate

Subtotal	$
N/A Tax*:	$
Amount Due:	$

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

*** All tax rates are subject to change.**

CARTLOAD MATERIAL HANDLING SERVICE

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.



Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	100.00	
35153		Dock to Booth - OT	100.00	
			Subtotal	$
			8.250% Tax:	$
			Amount Due:	$

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

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

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading 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 BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

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

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Parking Pass Order Form

nrg park

EACH EXHIBITOR RECEIVES ONE FREE PARKING PASS

Order Deadline Date: **MAY 20, 2015**

Houston Summer Boat Show
June 3 - 7, 2015
NRG Park
Houston, Texas

Remit to: NRG Park - Exhibitor Services
Mailing Address: One NRG Park Houston, TX 77054
Phone: 832-667-1718 (option 3)
Fax Orders & Payment To: 832-667-1821
E-mail Orders & Payment To: ExhibitorServices@nrgpark.com

Order services online at https://nrgpark.boomerecommerce.com/

CANCELLATION POLICY: 72 Hours Advance Notice Prior To First Show Date is Required for All Order Cancellations

NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS

The regular parking fee at NRG Park is $12.00 per entry with no unlimited in & out entries. For your convenience, a special 5-day parking pass is available that gives you unlimited in & out privileges during show days. There is no charge for parking during move-in and move-out. This parking pass **DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE**. The parking pass will be valid on show days only. Parking passes will be held for your arrival at the NRG Park Exhibitor Services Desk during move-in if one is offered. ***THEY WILL NOT BE MAILED***.

Company Name or Individual's Name If No Company: _____

Order Contact: **(PLEASE PRINT)** _____ Order Date: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

E-mail: _____Telephone: (_____) _____ Fax: (_____) _____

NUMBER OF PASSES REQUIRED: _____ @ **$75 (per vehicle)** **= $_____**

Booth #: _____

SERVICE DESKS:

Parking passes are to be picked up or purchased at the NRG Park Exhibitor Services desk during move-in of an event if one is provided. If you are charged for first time entry on an event day, please bring your parking stub to the service desk to receive a $12.00 credit toward the purchase of a parking pass. If a service desk is not provided by the event, please contact the NRG Park Exhibitor Services office at 832-667-1718 (option 3) to retrieve any prepaid parking pass.

PARKING STUBS:

If you have pre-ordered a parking pass by credit card or by check & you have been charged for first time entry on an event day, please bring your $12.00 parking stub to the NRG Park service desk & a refund will be processed in the form of your original payment. **STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY NRG PARK AFTER AN EVENT HAS ENDED**. If a service desk is not provided by the event, this service will not be provided.

ORDER FORM MUST BE ACCOMPANIED BY THE PAYMENT AUTHORIZATION FORM OF ACTUAL AMOUNT BEFORE PROCESSING.

PARKING PASSES NOT PICKED UP FROM THE SERVICE DESK WILL *NOT* BE REFUNDED.

ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.

Electrical Services Order Form

nrg park

Advanced Price Deadline Date: May 20, 2015

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax Orders & Payment To: 832-667-1821

Email Orders & Payment To: exhibitorservices@nrgpark.com

Houston Summer Boat Show
June 3 - 7, 2015

Order Services Online At: https://nrgpark.boomerecommerce.com/

For assistance, please call 832-667-1718 (option 1) to speak with one of our experts. Please note that 72 hours advance notice prior to first show date is required for all order cancellations. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. ***NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL***

Company Name:_____ Booth #: _____

Company Address: _____City: _____ State:_____ Zip:_____

Order Contact Name:_____ Phone #:_____ Fax: _____

Order Contact Email Address:_____

ELECTRICAL OUTLETS *(No Additional Charge for 24 Hour Power)*

Power includes delivery of the service to the location at the rear of the booth in peninsula & inline booths. Please see the Electrical Labor Order Form for rates & instructions if you require outlets in other locations, have lights, other electrical items to hang or erect, have orders for power of 208V or higher, or have other electrical requirements.

IMPORTANT INFORMATION

MULTIPLE OUTLET LOCATIONS: A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time & material basis.

ISLAND BOOTHS: For island booths with no labor ordered, there is a 1/2 hr minimum installation charge & a 1/2 hr minimum dismantle charge.

INLINE & PENINSULA BOOTHS: Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES: If an uninterrupted power supply is required for the full duration of the show, please request 24 hour power. Electricity is turned on 30 minutes prior to show opening & turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside of actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS: Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER: If you require your power from overhead, additional materials & labor may be incurred. Please contact 832-667-1718, option 1.

Outlet Type	Quantity	Advance Price	Standard Price	
110 / 120 VOLT				
1500 Watts (15 Amps)	_____	$99.72	$134.62	$ _____
2000 Watts (20 Amps)	_____	$133.68	$180.47	$ _____
208 VOLT SINGLE PHASE *(Labor Required for Connection & Dismantle)*				
20 Amps	_____	$195.20	$263.52	$ _____
30 Amps	_____	$239.76	$323.68	$ _____
60 Amps	_____	$356.46	$481.22	$ _____
100 Amps	_____	$568.64	$767.66	$ _____
200 Amps	_____	$1,158.50	$1,563.98	$ _____
208 VOLT THREE PHASE *(Labor Required for Connection & Dismantle)*				
20 Amps	_____	$256.74	$346.60	$ _____
30 Amps	_____	$306.60	$413.91	$ _____
60 Amps	_____	$524.08	$707.51	$ _____
100 Amps	_____	$863.58	$1,165.83	$ _____
200 Amps	_____	$1,727.14	$2,331.64	$ _____
400 Amps	_____	$3,651.70	$4,643.86	$ _____

Electrical Services Order Form

nrg park

480 VOLT THREE PHASE *(Labor Required for Connection & Dismantle)*				
20 Amps	_____	$457.24	$617.27	$ _____
30 Amps	_____	$579.26	$782.00	$ _____
40 Amps	_____	$779.76	$1,052.68	$ _____
60 Amps	_____	$1,113.94	$1,503.82	$ _____
80 Amps	_____	$1,364.32	$1,841.83	$ _____
100 Amps	_____	$1,727.14	$2,331.64	$ _____

LIGHTING *(Price Includes Power & Labor for Installation)*				
Single Light Stand (200w)	_____	$168.00	$228.00	$ _____
Double Light Stand (400w)	_____	$178.00	$241.00	$ _____

*May require labor and/or lift at additional charge. Please contact 832-667-1718, option

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials. Extension cords and power strips are available for rental at the NRG Park Service Desk.

TOTAL COST	
Outlet (s):	$ _____
Lighting:	$ _____
GRAND TOTAL:	$ _____

Electrical Services Order Form

nrg park

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS:

Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

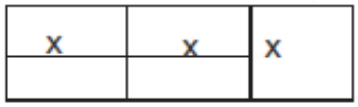
Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

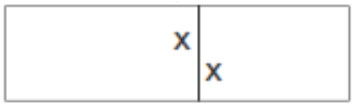
LOCATION OF POWER IN YOUR BOOTH:

In-Line & Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

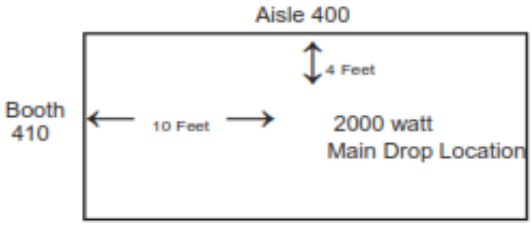


BACK TO BACK PENINSULA

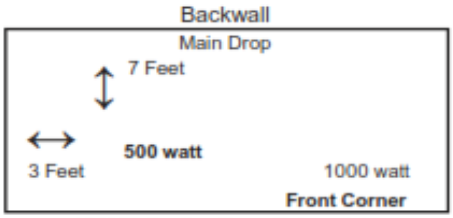
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and mate-rial basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

ISLAND BOOTHS / MULTIPLE OUTLETS:

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by NRG Park in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See EXAMPLES below:



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor Form for complete details. Please complete Labor Order Form.

2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.

3. All equipment regardless of power source, must comply with Federal, State and local codes. NRG Park reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. NRG Park is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.

4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.

5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices (eg. - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.

7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.

8. Power sharing is not permitted between exhibitors.

Electrical Labor Order Form

nrg park

Advanced Price Deadline Date: May 20, 2015

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax Orders & Payment To: 832-667-1821

Email Orders & Payment To: exhibitorservices@nrgpark.com

Houston Summer Boat Show
June 3 - 7, 2015

Order Services Online At: https://nrgpark.boomerecommerce.com/

LABOR RATES AND SCHEDULE

Straight Time - Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)

Overtime - Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holidays)

Description	Advance Price	Standard Price	Unit
ELECTRICIAN - STRAIGHT TIME:	$70.00	$70.00	Per Man/Per Hour
ELECTRICIAN - OVERTIME:	$138.00	$138.00	Per Man/Per Hour

1) **Start time guaranteed only at start of each working day.**
2) **Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG Park service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet & flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. NRG Park must rec

detailed blue prints/floor plans for power distribution under

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____Time _____# of Electricians _____

Name of Onsite Contact: _____

Cell Phone: _____

Special Instructions: _____

_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following: Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other_____

LABOR REQUEST:

Date_____ Time _____Est. #Hours ____ #Electricians____

Date_____ Time _____Est. #Hours ____ #Electricians____

Date_____ Time _____Est. #Hours ____ #Electricians____

Name of Onsite Contact: _____

Special Instructions: _____

_____

_____

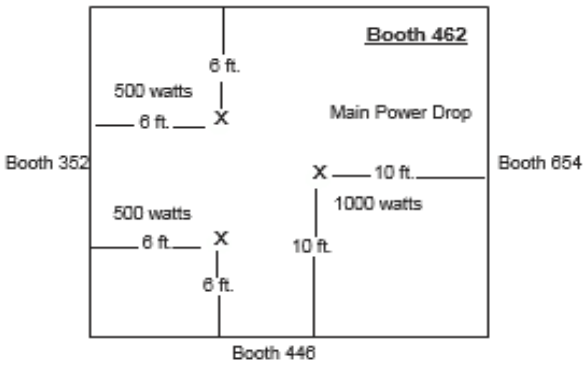
ELECTRICAL LABOR INSTRUCTIONS

1. 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.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments.
3. Continuations to another day are a minimum of 1 hour.
4. Labor must be picked up at the NRG Park service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts).

Please feel free to contact our electrical specialists at exhibitorservices@nrgpark.com with any additional questions.

WATTAGE	
Blender	475 - 100
Can Opener	500
Card Reader (credit) / Lead Retrieval	100
Coffee Pot - Household Size	600 - 1200
Large Coffee Pot, Griddle or Portable Heater	1500 - 2000
Computer Monitor - Independent	120 -200
Computer - Desktop (Monitor & CPU)	200 - 900
Computer - Laptop	100 - 300
Computer Printer - Dot Matrix	100 - 500
Computer Printer - Laser	400 - 1000
Crock Pot	200 - 1000
DVD Player	50 - 100
Electric Frying Pan	1200 - 2000
Fax Machine	1000
Flat Screen TV - 32" to 50"	1000
Food Processor	500 - 2000
Glue Gun	300
Hot Water Heater	0 Amp 208 Volt Sinlge Phase
Hair Dryer	1000 - 2000
Heat Lamps (per lamp)	250
Hot Plate Double	1500 - 2000
Hot Plate Single	1000
Water Cooler - Cold Water	1000

WATTAGE	
Imprinter for T-Shirts	2000
Iron	700 - 1000
Juicer - Single	500
Juicer - Double	1000
Laminator	2000
Lights with Rental Booths	200 Each
Meat Slicer	500 - 1000
Microwave Oven	500 - 2000
Mixer	500 - 1000
Photo copier	Depends on Size - May Require 208V
Pizza Oven (Small)	30 Amp/120V Special Connection
Popcorn Maker	2000
Projector (Depends on Size)	1000
Refrigerator - Small	400
Refrigerator - Full Size	750
Sewing Machine	1000
Steamer	2000
Stereo (Amplifier) or Television	100 - 500
Toaster	1000
Toaster Oven	1500
Vacuum Cleaner	1500
VCR	100
Water Cooler - Hot/Cold Water	2000

nrg park

BOOTH DIAGRAM LAYOUT

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

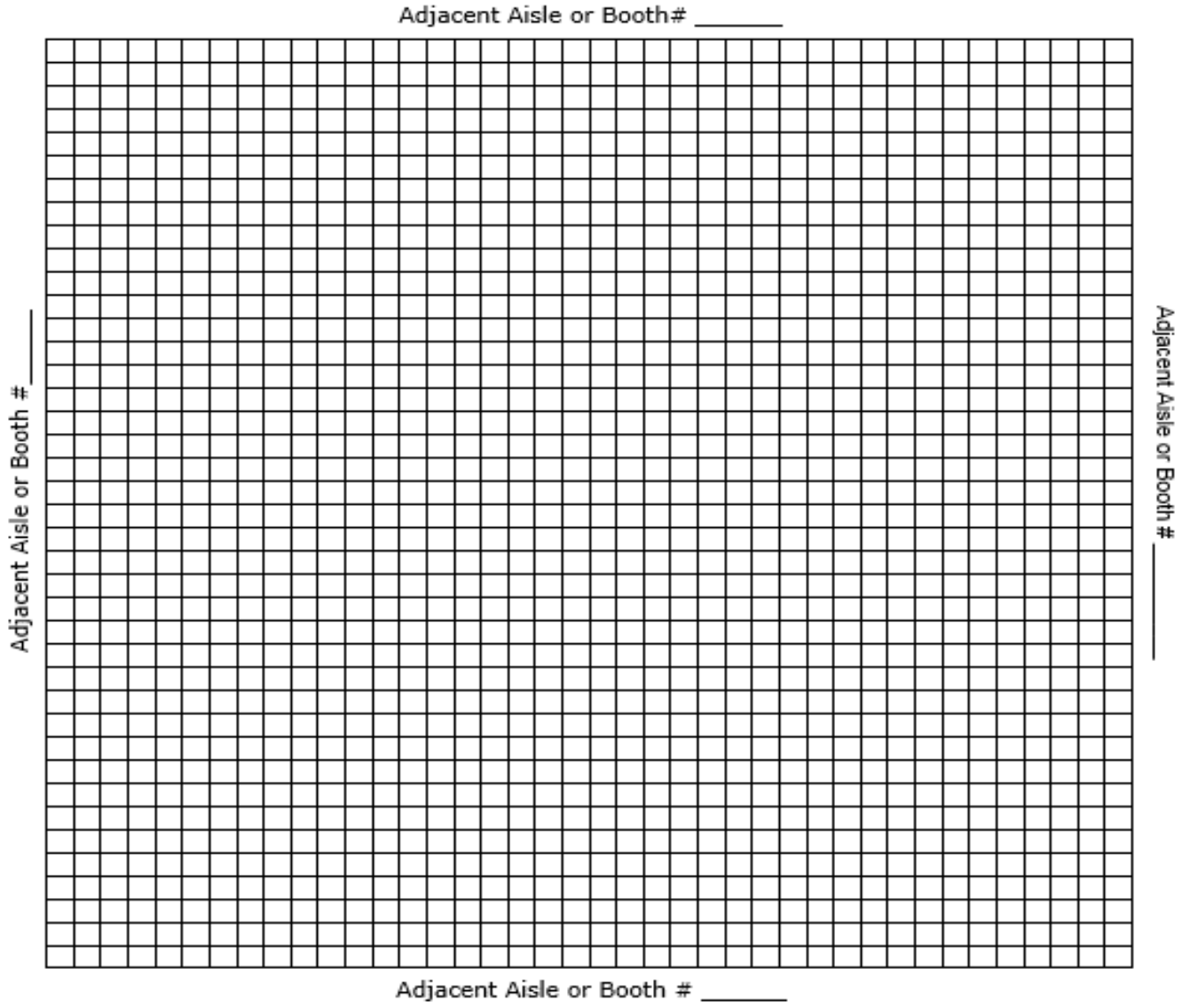
1. Location of the main power drop; Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. Location and load of all outlets: Please provide specific dimensions and wattages/amperages. *Please **DO NOT** place an X where power is required.*

3. Booth Orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME:_____ SHOW DATES:_____

COMPANY NAME:_____ BOOTH #:_____



A measurement scale can be applied as necessary to reflect the size of your booth.

Plumbing Services Order Form
Air - Water - Drain - Gas

nrg park

Advanced Price Deadline Date: May 20, 2015

Houston Summer Boat Show
June 3 - 7, 2015

Remit to: NRG Park - Exhibitor Services

Mail Orders & Payment To: One NRG Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax Orders & Payment To: 832-667-1821

Email Orders & Payment To: exhibitorservices@nrgpark.com

Order Services Online At: https://nrgpark.boomerecommerce.com/

For assistance, please call 832-667-1718 (option 1) to speak with one of our experts. Please note that 72 hours advance notice prior to first show date is required for all order cancellations. Per the NRG Park Terms & Conditions, please note that all orders are considered complete once payment is received. NRG Park requires processed payment in full by the advance ordering deadline date to receive this rate. Check payments must be received with all orders. NRG Park does not hold credit cards until check arrives. ***NRG PARK AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS***.

Company Name:_____ Booth #: _____

Company Address: _____City: _____ State:_____ Zip:_____

Order Contact Name:_____ Phone #:_____ Fax: _____

Order Contact Email Address:_____

	Quantity	Advance Price	Standard Price	Total
COMPRESSED AIR: 90 - 100 LBS. PSI				
Service Charge For 1st Outlet:	_____	**$306.60**	**$413.91**	**$** _____
CFM Reqyuirements (Minimum 5 CFM per Outlet) Price is Per CFM	_____	**Call For Quote**	**Call For Quote**	**$** _____

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department 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. Exhibitors are not allowed to bring air compressors on the show floor.

WATER				
Service Charge For 1st Outlet:	_____	**$195.20**	**$263.52**	**$** _____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS				
Service Charge For 1st Drain Outlet At Rear of Booth	_____	**$222.78**	**$300.75**	**$** _____
FILL & DRAINS				
1 - 69 Gallons	_____	**$105.02**	**$141.78**	**$** _____
70 - 100 Gallons	_____	**$133.68**	**$180.47**	**$** _____
100 - 500 Gallons	_____	**$133.68**	**$180.47**	**$** _____
500 - 1000 Gallons	_____	**$267.34**	**$360.91**	**$** _____
Each Additional 100 Gal	_____	**$30.00**	**$37.50**	**$** _____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of 1 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

PLUMBING LABOR				
1 hour minimum charge for all services for booth installation and removal. Total 2 hours. Additional time charged in 1 hour increments.				
Straight Time	Monday - Friday, 8:00 am - 4:30 pm (Excluding Holidays)	**$70.00**	**$70.00**	**$** _____
Overtime -	Monday - Friday, 4:30 pm - 8:00 am (All Day Saturdays, Sundays & Holic	**$138.00**	**$138.00**	**$** _____

PLUMBING CONDITIONS AND REGULATIONS

1. Credit will not be given for connections installed and not used.

2. All equipment must comply with state and local safety codes.

3. Claims will not be considered unless f led by exhibitor prior to close of show, no exceptions.

4. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.

5. All equipment using water must have inlet and outlet properly tagged.

6. Unless otherwise directed, NRG Park Plumbing Personnel are authorized to cut floor coverings to permit installation of service.

7. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.

8. Service outlet size will be determined by the volume required.

9. All work performed within booth attaching lines to equipment will be charged on a time and material basis.

10. All outlets will be installed on the floor at the back wall of booth.

11. NRG Park 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.

12. NRG Park must have 30 days notice in order to supply special regulators, strainers, traps, etc.

13. Exhibitors are not allowed to bring air compressors on the show floor.

14. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

15. Please contact our Plumbing Department at 832-667-1718, option 1 for an estimate regarding labor or additional footage.

Electricity or electrical labor to connect and operate any plumbing apparatus is not included

All electrical requirements must be ordered on the NRG Park Electrical Services Order Form

Custom Cleaning Form

nrg park

Order Deadline Date: **MAY 20, 2015**

Remit to: NRG Park-Exhibitor Services
Mailing Address: One NRG Park, Houston, TX 77054
Phone: 832-667-1718 (option 3)
Fax Orders & Payment To: 832-667-1821
Email Orders & Payment To: exhibitorservices@nrgpark.com

Houston Summer Boat Show

June 3 - 7, 2015
NRG Park
Houston, Texas

Order services online at https://nrgpark.boomerecommerce.com/

CANCELLATION POLICY: 72 Hours Advance Notice Prior To The First Show Date is Required for All Order Cancellations

NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS

Company Name or Individual's Name (If No Company):	Date:	Booth Number:	
Street Name:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

NRG Park is the exclusive cleaning contractor. If you wish to order Porter Service (Standard or Full-Time), Carpet Extraction or Mopping service, please use this form to pre-order with the accompanying payment form. In the event that your service is not satisfactory, please notify the NRG Park Exhibitor Services Desk immediately during the event hours.

EXHIBIT CLEANING

Trash removal & vacuuming. Exhibit Cleaning is done duing non-show hours either in the morning prior to the show opening or at the end of the show each day. Prices are based on gross square feet of exhibit space & includes sales tax. 100 square feet minimum required.

☐ **$0.21 Per Sq. Ft.** (8.25% Sales Tax Included) — Daily Price Per Square Foot — $_____ Total Cost

_____ Booth Size (Sq. Ft.) sq. ft. x ___$0.21___ Price/Sq. Ft = $ _____ Daily Rate x _____ # of Days

Dates you would like Cleaning & Special Instructions: _____

STANDARD PORTER SERVICE

Consists of trash removal & wiping counters. This service occurs every 2 hours during event hours & event days only. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. *If you need a porter at a certain time in your booth, you must order Full Time/Hourly Porter Service*.

☐ **$32.50 Per Day** (8.25% Sales Tax Included) — $_____ Total Cost

_____ # of Days x $ 32.50 per day = _____

Show Dates you would like Standard Porter Service: _____

FULL TIME/HOURLY PORTER SERVICE

Consists of regular trash removal, catering trash removal *(NOT catering equipment)* & wiping counters. If you have food & beverage service in your booth, this service is HIGHLY RECOMMENDED. 4 hour minimum per show day is required. Orders with less than 4 hours per show day requested will not be accepted. This service is provided on show days only.

☐ **$11.72 Per Hour** (8.25% Sales Tax Included) — $_____ Total Cost

_____ # of Days x _____ # of Hours Per Day x $ 11.72 per hour/per day

Show Dates & Times you would like Hourly Porter Service: _____

CARPET EXTRACTION & MOPPING SERVICES

Full carpet extraction & Full Mopping is done in the evenings only prior to the first show day (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet/flooring & includes sales tax. Please specify if you have a Double Decker booth along with the square footage of each level.

Double Decker Booth: ☐ **Yes** ☐ **No**

Level One Sq. Ft. _____ **Level Two Sq. Ft.**_____

☐ **One Time Only Full Carpet Extraction: 100 sq. ft. Minimum Required** — # of Show Days _____ x Booth Sq. Ft. _____ x $ 0.28 per sq. ft = _____

☐ **Full Mopping (Non-Carpeted Booths): 100 sq. ft. Minimum Required** — # of Show Days _____ x Booth Sq. Ft. _____ x $ 0.28 per sq. ft = _____

Total Cost $_____

Internet – Network/Telephone Service Contract

nrg park

Remit to: NRG Park - Exhibitor Services
Mailing Address: One NRG Park Houston, TX 77054
Phone: 832-667-1718 (option 4)
Fax Orders & Payment To: 832-667-1821
Email Orders & Payment To: **ExhibitorServices@nrgpark.com**

Order services online at https://nrgpark.boomerecommerce.com/

Company Name or Individual Name **(If no company):**	**Booth / Room**	**Show Name:** Houston Summer Boat Show
Billing Name	*If a show directory is published, do you want your company name and assigned numbers listed?* Yes No	**Show Dates:** June 3 - 7, 2015
Billing Address		Incentive Order Deadline: May 20, 2015
City, State / Country, Zip		Email
Contact	Telephone Number ( ) -	Fax Number ( ) -

NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. **See https://nrgpark.boomerecommerce.com/ to view the NRG Park Terms & Conditions.** Please call if assistance is needed.
Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		$ 1,100	$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		$ 150	$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		$ 900	$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		$ 125	$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		$ 795	$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		$ 595	$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		$ 3,495	$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		$ 5,900	$ 7,375	
2. Internet – Networking Services: Equipment					
a. Hub Rental (8 Port) – 10 Base -T	H8		$ 150	$ 185	
b. Hub Rental (24 Port) – 10 Base -T	H4		$ 225	$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		$ 50	$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		$ 275	$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		$ 415	$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		$ 395	$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restriction) upon request	CC / IR				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		$ 200	$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		$ 400	$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		$ 2,000	$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		$ 9,000	$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		$ 125	$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 832-667-1718 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 832-667-1718 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			**(20%) x (Base Price)**		
9. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue.			**x (number of lines)**		
				SUBTOTAL	
Unused portions of deposits returned with final billing.			**ESTIMATED 8.25% TAX / FEES DEPOSIT = SUBTOTAL x 8.25%**		
TOTAL PAYMENT MUST ACCOMPANY ORDER - See Payment Authorization Form for CC Payments.				**GRAND TOTAL**	

Credit Card users may fax order to 832-667-1821

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of the event. *****

Terms and Conditions / Payment Options

1. **NRG Park is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by NRG Park may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which NRG Park directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a NRG Park assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to **(a)** all orders received from One (1) to Thirteen (13) days before show move-in has started or **(b)** orders received on or before the 14 day Incentive Deadline without payment **(c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 Mbps, half-duplex, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. NRG Park can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** **(a)** NRG Park is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by NRG Park are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact NRG Park 21 days in advance of show move-in to investigate the potential of NRG Park engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.4 / 5 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, NRG Park is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** NRG Park does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only NRG Park personnel are authorized to modify system wiring or cabling. Material and equipment furnished by NRG Park for this service contract shall remain the property of NRG Park.
13. **CANCELLATION** – There is a minimum $150 or 10% Cancellation fee (Whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the NRG Park Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by NRG PARK to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of NRG PARK or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
16. **Equipment Management:** **(a)** Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the NRG Park Service Desk. **(b)** The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the NRG Park Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 23-2511871.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** **(a)** Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** NRG Park will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at $100 (Telephone), $200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between NRG PARK and the prospective Customer; (2) NRG PARK is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by NRG PARK under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred**.
24. NRG Park accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa & Discover). Make all checks payable to: ***NRG Park***.

Mail, Fax or Email Completed Orders with Payment and Floor Plan To

NRG PARK/EXHIBITOR SERVICES
ONE NRG PARK
HOUSTON, TEXAS 77054
(832) 667-1718 (option 4)
FAX (832) 667-1821

Customer Acceptance of All NRG Park Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes NRG Park to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date

For NRG Park Use:	Payment Rec'd (Amount):	Customer No: **2015 - 003 -**

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Network Security Declaration

Center: NRG Park CC (003) - TX **Company Name:** _____

Show: Houston Summer Boat Show **Booth / Room #:** _____

Customer / Ref #: 2015 - 003 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for NRG Park to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of NRG Park's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to NRG Park prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

NRG Park requires that all devices directly or indirectly accessing NRG Park's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts NRG Park's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at NRG Park's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

NRG Park has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any NRG Park Network(s). NRG Park understands that Ping and Traceroute are valuable troubleshooting tools; therefore NRG Park's Policy does allow ICMP (Ping & Traceroute) packets sourced from any NRG Park network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), NRG Park has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a NRG Park customer service representative in advance of the event with details of the specific requirements so that NRG Park may consider the potential of a customized alternative.

Each Customer's business is important to NRG Park and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of NRG Park's Network Security compliance issues *****

***** Services are activated after NRG Park is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / / Security Updates Last Performed - Date: _____ / /

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to NRG Park's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact NRG Park's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing NRG Park to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

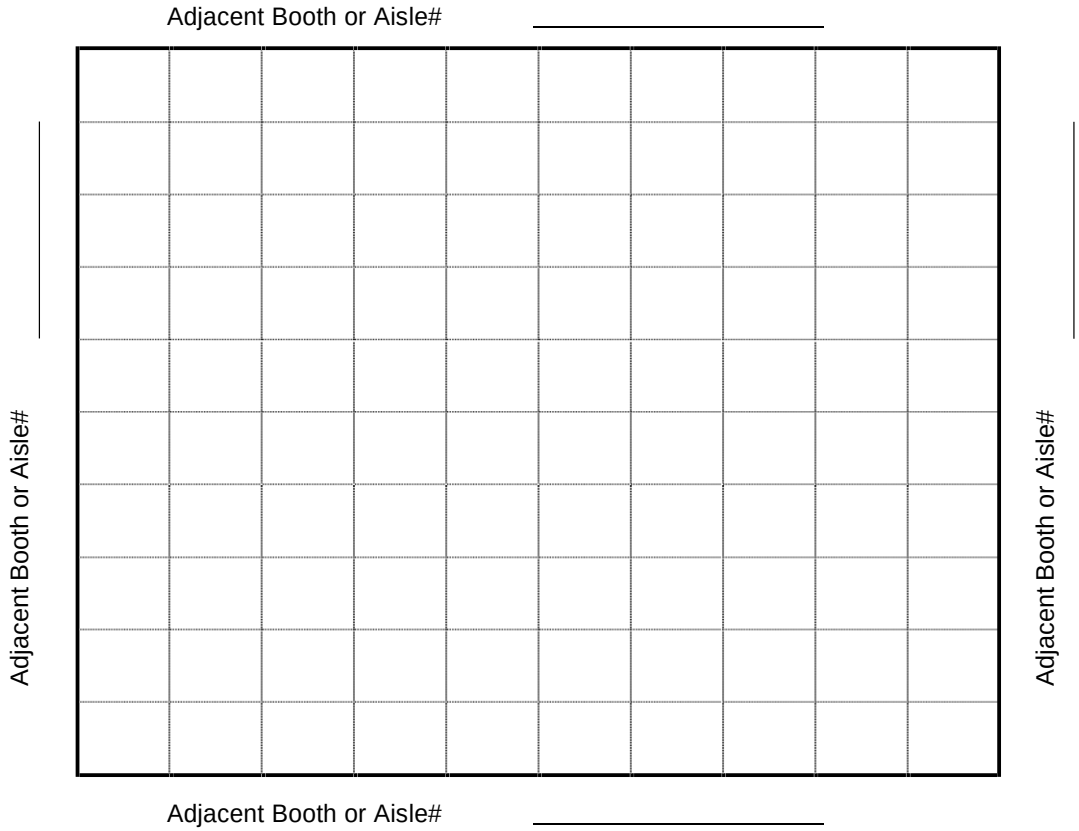
Printed Name Title

Floor Plan – Communications Cable

Center: NRG Park CC (003) - TX
Show: Houston Summer Boat Show
Company Name:
Booth / Room #:
Customer / Ref #: 2015 - 003 -

Voice and Data communications cabling. NRG Park is the **exclusive installer** of Voice and Data communications cabling. NRG Park provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under NRG Park'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).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at NRG Park's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For NRG Park 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.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for NRG Park to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Wireless Performance Declaration

Center: NRG Park CC (003) - TX
Show: Houston Summer Boat Show
Company Name:
Booth / Room #:
Customer / Ref #: 2015 - 003 -

Overview

NRG Park is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. NRG Park can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. NRG Park's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. NRG Park cannot guarantee that interference will not occur. NRG Park does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, NRG Park highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (832) 667-1718, option 4 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage NRG Park provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without NRG Park prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the NRG Park Wireless Network. NRG Park requires all Customers showcasing their wireless products to contact NRG Park 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on NRG Park'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 NRG PARK ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by NRG Park. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), NRG Park will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of NRG Park. Upon receipt of this form, NRG Park Wireless Services and / or Customer(s) authorized wireless AP devices (with NRG Park's approval) will be activated / available for your use.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Email: _____ **Contact Phone #:** _____

A/V Exhibit Order Form

nrg park

Advance Price Deadline Date: MAY 20, 2015

Remit to: NRG Park - Exhibitor Services

Mailing Address: One NRG Park, Houston, TX 77054

Phone: 832-667-1718 (option 2)

Fax Orders & Payment To: 832-667-1821

Email Orders & Payment: exhibitorservices@nrgpark.com

Houston Summer Boat Show

June 3 - 7, 2015

NRG Park

Houston, Texas

Order services online at https://nrgpark.boomerecommerce.com/

CANCELLATION POLICY: 72 Hours Advance Notice Prior To The First Show Date is Required for All Order Cancellations

NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS

Equipment	Qty	Day Rate	# Days	Total
EXAMPLE ITEM	*1*	*45.00*	*2*	*90.00*
AUDIO				
Speaker: Computer		25.00		
Speaker: 10" w/stand		50.00		
Speaker: 15" w/stand		75.00		
Microphone: Wired Handheld		40.00		
Microphone: Wireless ***Specify: Handheld - Lapel - Headset***		130.00		
CD Player (Single Disk)		50.00		
Mixer: 6 Channels		50.00		
DISPLAY				
w/ built-in or attached speakers				
20" LCD Monitor w/tabletop stand		225.00		
32" LCD Monitor w/tabletop stand		295.00		
37" LCD Monitor w/tabletop stand		350.00		
42" Plasma Monitor w/ floor stand		400.00		
50" Plasma Monitor w/ floor stand		500.00		
60" Plasma Monitor w/ floor stand		750.00		
Mount: Upright Truss		125.00		
Dual Post Stand W/ Bracket		130.00		
OTHER				
DVD Player		80.00		
Blue Ray Disk Player		130.00		
BetaCam Player		350.00		
DVCam Camera w/Tripod		375.00		
LCD Projector (3500 Lumens)		350.00		
Cable TV RF Tie In		200.00		
Tripod Screen w/skirt		40.00		
Projection Cart w/skirt ***Specify Size: 34" - 42" - 54"***		25.00		
Display Easel		10.00		
Flip Chart w/Markers & Easel		40.00		
Laser Pointer		45.00		
Computer Remote		50.00		
AC Extension 25'		10.00		
AC Power Strip		5.00		
				TOTALS
Equipment/Labor Total				
Service Charge (Delivery/Setup/Pickup)		**20%**		
			Sub Total	
(After Deadline Date) Late Order Premium		0	20%	
Tax			*8.25%*	
			Total	

Please Contact Your J&S Representative For:

Comprehensive Exhibit Booth AV Design

Lighting, Computer, & Special Equipment

Items Not Listed or Special Requests

Your A/V Reprentative is Donald Jones donaldj@jsav.com

Please Print Clearly & Fill Out Completely

EXHIBITOR CONTACT INFORMATION	
Company:	
Order Contact:	
Address:	
City/State/Zip:	
Tel:	
Fax:	
E-Mail:	

EXHIBITOR DELIVERY INFORMATION	
Booth/Room #:	
Site Contact:	
Cell Phone:	
Delivery Date:	
Delivery Time:	
Received By:	X:_____
Pick-Up Date:	
Pick-Up Time:	
Delivered By:	X:_____

ADD NOTES OR INSTRUCTIONS BELOW

Date Signed:	
Signature:	

NRG Park Payment Policy & Billing Authorization Form

nrg park

Remit to: NRG Park - Exhibitor Services
Mailing Address: One NRG Park Houston, TX 77054
Phone: 832-667-1718
Fax: 832-667-1821

Houston Summer Boat Show
June 3 - 7, 2015
NRG Park
Houston, Texas

Order Services & Manage Orders online at https://nrgpark.boomerecommerce.com/

CANCELLATION POLICY: 72 Hours Advance Notice Prior To First Show Date is Required for All Order Cancellations.

THIS PAYMENT AUTHORIZATION FORM MUST ACCOMPANY ALL FORMS REQUESTING SERVICE

PAYMENT POLICY – Payment in full for all services must accompany your advance orders. Payments may be made by company check or credit card payment authorization. All advance orders can be faxed, emailed, mailed or placed online by the advance order deadline. Signature on this form represents authorization for full payment of work performed & agreement to the NRG Park Terms & Conditions. Please see **https://nrgpark.boomerecommerce.com/** to view NRG Park Terms & Conditions.

- **All credit cards will be saved on file for any additional charges incurred on show site during events.**
- **By signing this form, you agree to the NRG Park Terms & Conditions presented.**

Information to be completed by the cardholder:
The undersigned agrees and authorizes NRG Park to charge the credit card below for any additional amounts incurred as a result of orders placed on behalf of your company including, but not limited to, any labor, materials, services, and/or rental equipment charges. All orders **MUST HAVE A CREDIT CARD ON FILE**. **NRG Park will not begin work without a credit card on file**.

☐ Credit Card
☐ Company Check *(No Personal Checks)*

INTERNATIONAL EXHIBITORS – We require pre-payment of all charges or payments onsite. Payment may be by company check drawn on U.S. Funds Account, American Express, MasterCard, Visa or Discover.

Charge to: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account No. ☐☐☐☐-☐☐☐☐-☐☐☐☐-☐☐☐☐

Signature of Card Holder: _____

Expiration Date: _____ *Security Code: _____

Important: Will your representative be authorized to order additional services and comply with above payment policy?

☐ Yes ☐ No

CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): _____
(PLEASE PRINT)

Company Name: _____ Booth: _____

Onsite Contact Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Date: _____