

**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

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**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

Acceptable Software & Formats

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

Artwork Dimensions & Color Specifications

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

Other Graphic Services Available

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

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

HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	4673.65	6543.10
69142	16' x 48"	7427.95	10399.15

EZ Ordering

All Kits Include:

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



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

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 #: _____	Subtotal \$
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 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



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HANGING SIGN OVERHEAD RIGGING

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

☐ Shepard Supervision

☐ Exhibitor Supervised

Please indicate who will be supervising DISASSEMBLY:

☐ Shepard Supervision

☐ Exhibitor Supervised

SIGN ASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	106.25	138.15	\$
69151		OT	159.38	207.20	\$
69152		DT	212.50	276.25	\$

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

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

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	

Date of Install: _____ Start Time: _____

RIGGING REMOVAL				
Code	Est Hours	Discount	Regular	Amount
69157		500.00	650.00	

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:

Company Name: _____

Booth #: _____

Subtotal: \$

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.

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.

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

Additional Notes/Description:

Please complete the following:

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

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

Authorized Signature: _____

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.

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



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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 
 - 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 
 - 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  or  buttons to scroll through all your options.

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

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

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

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

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service

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PAYMENT AUTHORIZATION

Houston Boat, Sport and Travel Show

June 3 - 7, 2015

NRG Center - Houston, Texas

Event Code: T166790615

Discount Deadline: May 13, 2015

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:

☐☐☐

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