



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona
June 2, 2019

Event Code: P188880619

Connect With Us! email phoenix@shepardes.com
phone (602) 253-1113
fax (602) 253-1114
mail 235 E. Pima Street,
Suite 105, Phoenix, AZ
85004

Show Information

Please see the following page for booth package information

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Saturday, June 1, 2019	9:00 AM	to	5:00 PM
Exhibit Hours:	Sunday, June 2, 2019	9:00 AM	to	3:00 PM
Exhibitor Move-out:	Sunday, June 2, 2019	3:00 PM	to	6:00 PM
Freight Reroute Begins*	Sunday, June 2, 2019	5:00 PM		

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Arizona Bridal Show
c/o Shepard Exposition Services
235 E. Pima Street, Suite 105
Phoenix, AZ 85004

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Arizona Bridal Show
Phoenix Convention Center
100 N 3rd St
Phoenix, AZ 85004

See Material
Handling
Rate sheet
for all MH
related fees!

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Friday, May 3, 2019
Exhibitor appointed contractor notification deadline:	Friday, May 3, 2019
First day for warehouse deliveries without a surcharge:	Friday, May 3, 2019
Discount price deadline for standard Shepard orders:	Friday, May 10, 2019
Last day for warehouse deliveries without a surcharge:	Friday, May 24, 2019
Last day for warehouse deliveries*:	Thursday, May 30, 2019

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Saturday, June 1, 2019 at 8:00 AM



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Order with complete Payment Authorization and graphics must be received before
Discount Deadline date to receive discounted pricing.

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Booth Packages

Booth Package Information

Please refer to the letter at the end of your booth number to see what your booth package includes.

Booth Package 5' X 10' (G & H) - 50177

- 1 - 4'x 30"H Skirted Table - 5004206
- 1 - Rounded Back Chair - 50020
- 3' High Side Drape - 5007406
- 8' High Back Drape - 5007306
- ID Sign (7" x 44") - 70004

Booth Package 10' X 10' (E & F) - 50178

- 1 - 6'x 30"H Skirted Table - 5004606
- 1 - Rounded Back Chair - 50020
- 3' High Side Drape - 5007406
- 8' High Back Drape - 5007306
- ID Sign (7" x 44") - 70004

Booth Package 15' X 10' (C & D) - 50179

- 2 - 6'x 30"H Skirted Table - 5004606
- 2 - Rounded Back Chair - 50020
- 3' High Side Drape - 5007406
- 8' High Back Drape - 5007306
- ID Sign (7" x 44") - 70004

Booth Package 20' X 10' (A & B) - 50180

- 2 - 6'x 30"H Skirted Table - 5004606
- 2 - Rounded Back Chair - 50020
- 3' High Side Drape - 5007406
- 8' High Back Drape - 5007306
- ID Sign (7" x 44") - 70004

Booth Package 30' X 10' (AE) - 50180

- 2 - 8'x 30"H Skirted Table - 5005006
- 4 - Rounded Back Chair - 50020
- 3' High Side Drape - 5007406
- 8' High Back Drape - 5007306
- ID Sign (7" x 44") - 70004

All food vendors doing any sampling will need to arrange for hand washing stations

Please Note: Any outside drape must have the fire retardant treatment certificate available onsite to show fire marshal prior to show open.

All outside carpet or flooring must be taped down and secured prior to opening.



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Quick Facts

Ancillary Vendor Information

Electrical Services Commonwealth Electric Company www.commonwealthexpo.com 602.253.5881

Exhibitors may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Exhibitor Move Out

Sunday, June 2, 2019 3:00 PM to 6:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Sunday, June 2, 2019 5:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Sunday, June 2, 2019 5:00 PM

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.



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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON [Arizona Bridal Show](#)

LOG IN from the Show Information page by clicking  at the top right corner of the page.

ENTER your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = Bridal19

Prior users: User name = Your Email Address
Password = Your pre-existing password

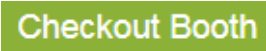
Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

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phoenix@shepardes.com



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Payment Authorization

Please complete the information 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. For your convenience, 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 including 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.

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: Booth #
Street Address: Phone:
City, St, Zip: Fax:
Contact Name:
Email:

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check Pay by Wire



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #:
Expiration Date:
Billing Address:
City, ST, Zip:
Name on Card: (Please Print)
Please Sign
Card Holder Signature

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, will be billed to this credit card.

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 Arizona Bridal 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)

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

TAX EXEMPT? Please submit tax exemption certificate to: phoenix@shepardes.com

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



Arizona Bridal Show



Terms & Conditions

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

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. Exhibitors may not utilize powered mechanical equipment.

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.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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.

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file 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.

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.

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. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

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.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

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."



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Third Party Payment Authorization

Discount Deadline Friday, May 3, 2019

Return this form when a third party (any party other than exhibiting company) should be billed for services.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name Booth #

Exhibiting Company Address City State Zip

Phone Fax Contact Email Address

Please Sign (arrow pointing to signature line)

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Step 2: Check Services Below to Invoice to the Third Party

- Booth Cleaning, Carpet, Exhibit Display Rentals, Installation/Dismantling Labor, Logistics/Transportation, Material Handling, Rental Furniture, Overhead Rigging/Labor, Other (please specify): All Services

Step 3: Provide Third Party Contact Information

3rd Party Name 3rd Contact Name

3rd Party Address City State Zip

Phone Fax Contact Email Address

Step 4: Complete Third Party Credit Card Charge Authorization with Signature

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Please Sign (arrow pointing to signature line) Card Holder Signature

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.



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Exhibitor Appointed Contractor

Discount Deadline Friday, May 3, 2019

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting Company Name Booth # Contact Email Address

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC 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.

The EAC 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.

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC 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 EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EAC 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.

EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.

Exhibitor Please Sign [Signature Line]



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Connect With Us! email logistics@shepardes.com phone (888) 568-8858 fax (404) 596-5620 mail 235 E. Pima Street, Suite 105, Phoenix, AZ 85004

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

Step 2: Tell us the Location of items for pick up:

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck? Is your building in a residential area? Do we need to go inside your office to pick up your items? Any thing else we should know about your building

Step 3: Tell us When we are picking it up:

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Saturday, June 1, 2019

Step 5: Tell us What we are shipping:

Table with columns for Qty, L, W, H, Weight and rows for Crates, Cartons, Cases/trunks, Skids/pallets, Carpet, Monitors, Other, Total.

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company Booth #

Street Address City State Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Shipping Labels

RUSH


ADVANCE WAREHOUSE

TO: _____
 (Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
 235 E. Pima Street, Suite 105
 Phoenix, AZ 85004

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

For:
Arizona Bridal Show

First day freight can arrive w/o a surcharge:
 May 3, 2019

Last day freight can arrive w/o a surcharge:
 May 24, 2019

RUSH


ADVANCE WAREHOUSE

TO: _____
 (Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
 235 E. Pima Street, Suite 105
 Phoenix, AZ 85004

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

For:
Arizona Bridal Show

First day freight can arrive w/o a surcharge:
 May 3, 2019

Last day freight can arrive w/o a surcharge:
 May 24, 2019

Advance Shipping Labels

RUSH


DIRECT TO SHOW

TO: _____
 (Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
 Phoenix Convention Center
 100 N 3rd St
 Phoenix, AZ 85004

For:
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MUST NOT BE DELIVERED PRIOR TO:
 June 1, 2019 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
 (Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
 Phoenix Convention Center
 100 N 3rd St
 Phoenix, AZ 85004

For:
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MUST NOT BE DELIVERED PRIOR TO:
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Direct Shipping Labels



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Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

All outbound shipments require Shepard Outbound Material Handling Authorization form 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 MHA and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: P188880619

Connect With Us!

email phoenix@shepardes.com
phone (602) 253-1113
fax (602) 253-1114
mail 235 E. Pima Street,
Suite 105, Phoenix, AZ
85004

\$\$ Saving Tip!
Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Outbound Material Handling Authorization & Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name		Booth #
Contact Name	Phone #	
Email Address		

Step 2: Tell us Where your items are going:

Company			
Street Address	City	State	Zip

Step 3 How many Pieces are in your shipment?

_____ # of Crate _____ # of Skids _____ # of Cases _____ # of Cartons _____ Approx Total Weight

Step 4: How many Labels do you need? _____

Step 5: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER _____

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

Step 6: What type of Service do you need? (how fast does it need to get there?)

_____ Ground _____ 2nd Day _____ Overnight

Step 7: If your carrier doesn't show up, what do we do with your items?

_____ Reroute via the show carrier (Shepard Logistics)
_____ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.



Arizona Bridal Show

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Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

How to Calculate Material Handling Services: The following services whether used completely or in part are offered as a package. When estimating 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 Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$145.92	\$189.75	
35010		35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$138.45	\$207.75	\$180.00	
35030		35043	35038	

Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
\$73.00	
35400	

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Overtime - 30% for each overtime application based on ST rate

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

Early/Late Shipments to Warehouse: 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

Reweigh of Shipments: 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 an understated weight on delivery document.

Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

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.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Material Handling Rates

Important!
All Material Handling fees will be automatically billed to the credit card on file!

Company

Booth #



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

- ST - Straight time: Monday-Friday: 8:00 am - 4:30 pm
- OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday 8am - 4:30pm
- DT - Double-time: All day Sunday, all other hours and Holidays

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Forklift Rental

GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us **what** we are moving: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Step 2: **When** are we moving it? Install Date/Time: _____ Dismantle Date/Time: _____
(times are not guaranteed)

Step 3: Describe the **work** to be performed: _____

Step 4: Choose your **lift** size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$287.70	\$374.00	
35039		OT Hourly Rental	\$360.05	\$468.00	
35067		DT Hourly Rental	\$432.45	\$562.25	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$863.15	\$1,122.00	
35066		OT Hourly Rental	\$1,080.20	\$1,404.25	
35070		DT Hourly Rental	\$1,297.30	\$1,686.50	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$575.45	\$748.00	
35049		OT Hourly Rental	\$720.15	\$936.25	
35069		DT Hourly Rental	\$864.90	\$1,124.25	

Cranes, Scissor Lifts, and
4 Stage Forklifts are available
upon request.
Contact Us for Pricing!

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.

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$131.56	\$171.05	
35086		OT per man hour	\$197.34	\$256.55	
35099		DT per man hour	\$263.13	\$342.05	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$105.25	\$136.85	
35100		OT per man hour	\$157.87	\$205.25	
35101		DT per man hour	\$210.50	\$273.65	

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.

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Forklift: _____
 NA Tax*: _____
 Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

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

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its 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.) These are 2 different items and are billed differently.

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. Your crated shipment is billed per 100 lbs.

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

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum as usual

How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

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.

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, fiber cases, 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.

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.

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

Outbound Shipping

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).

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline

Friday, May 10, 2019

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Material Handling Info

SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Padded Van Deliveries. This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$105.25 Per Hour (OT/DT may apply)

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

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.

UNCRACTED SHIPMENTS Rate as shown on Material Handling Rate 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.

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.

LIGHT WEIGHT SHIPMENTS

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

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: \$ 200.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.



Mobile/Vehicle Spotting

Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Event Code: P188880619

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Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
 All vehicles must be escorted on and off the floor by a Shepard representative.
 Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Sunday, June 2, 2019** **5:00 PM**
 Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

Battery Cables must be disconnected
 Gas Cap must either be taped shut or have a lockable gas cap.
 Must contain less than 1/4 tank of gas.
 Keys must be given to Shepard Exposition Services to be held onsite.
 Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$ 200.00

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Bar: \$ _____
 NA Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

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Cartload Service

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. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	145.25	
35152		Booth to Dock ST	145.25	
35153		Dock to Booth OT	197.87	
35154		Booth to Dock OT	197.87	



Cartload Service includes one laborer, one cart, one trip per rate listed above

ST - Straight time: Monday-Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday 8am - 4:30pm
DT - Double-time: All day Sunday, all other hours and Holidays

Total Estimate: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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Booth and
Carpet Cleaning

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming



Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.44	\$0.55	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft	\$0.35	\$0.45	

Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$0.88	\$1.15	
47056		400-900 sq.ft.	\$0.80	\$1.05	
47057		900+ sq. ft	\$0.75	\$1.00	

Did you know....

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

Porter Service (includes emptying wastebaskets within the booth every two hours during the show)



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.45	\$0.60	
47031		Daily Porter	\$0.90	\$1.15	

Specialty Services

Mopping and Carpet Shampooing



Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.55	\$0.70	
47022		Mop Daily	\$1.00	\$1.30	
47013		Sham/One Time	\$0.60	\$0.80	

Display Wipe Down (invoiced by man hours)



Code	Hours	Service	ST	OT	Total
47043		One Time	\$136.83	\$205.23	
47044		Daily	\$136.83	\$205.23	

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

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

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Cleaning: \$ _____

8.600% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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Waste Removal

ABANDONED CARPET / FLOOR COVERINGS & DISPLAY MATERIALS

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below.

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

Labor

Code	Qty	Item	Discount	Regular
68066		ST Labor	136.83	177.85
68067		OT Labor	205.23	266.80
68068		DT Labor	273.65	355.75

Forklift

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	287.70	374.00
35039		OT 5k Forklift	360.05	468.00
35067		DT 5k Forklift	432.45	562.25

Dumpster Fee

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	550.00	715.00

If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Disposal Fee: \$ _____
 8.600% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 3, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: P188880619

Connect With Us! email phoenix@shepardes.com
phone (602) 253-1113
fax (602) 253-1114
mail 235 E. Pima Street, Suite 105, Phoenix, AZ 85004

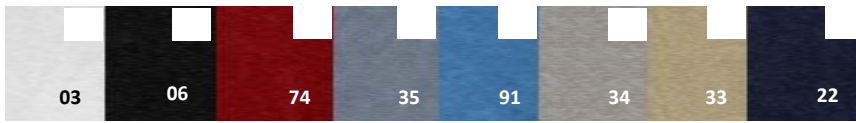
Signature Flooring

Quick and Easy Luxury!

Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

Order must be received 30 days in advance of show move in. 100 sq ft minimum

Premium Plush Carpet 50 oz

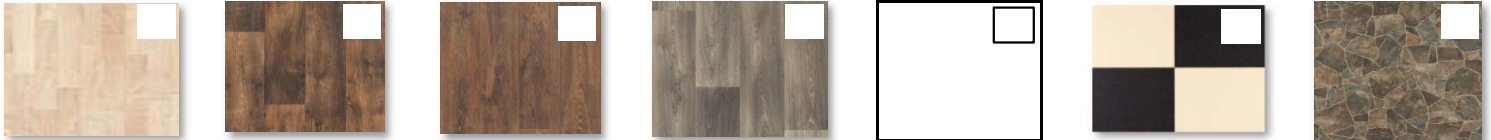


White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$9.75	

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

Premium Vinyl Flooring



Light Maple (83) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) Checkerboard (82) Rosemary Stone (64)

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$12.60	

Elevated Hardwood



Stand above the rest with an Elevated Hardwood Floor! Contact an ESS Representative for pricing!

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$4.60	

Signature indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Total Signature Flooring: \$
8.600% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: P188880619

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Us! phone (602) 253-1113

fax (602) 253-1114

mail 235 E. Pima Street,
Suite 105, Phoenix, AZ
85004

Carpet and Padding

Order in just
3 Easy Steps!

Step One: Choose the carpet to fit your budget

Step Two: Check the box of your selected color

Step Three: Determine your booth size (length x width = square footage)

Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$7.05	\$9.15	Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
46003		Rental 1000+ sqft	\$7.75	\$10.10	
46002		Purchase sqft	\$17.25	\$22.45	

Padding & Visqueen Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.25	\$1.65	
50008		1" Padding	\$2.50	\$3.25	
50010		Visqueen	\$0.40	\$0.50	

Need something extra special? Check out our Signature Flooring Option Page

Expo Carpet 13 oz. 2 Options: Regular and Special Cut!



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$246.35	\$320.25	
50256		10' x 20'	\$459.70	\$597.60	
50257		10' x 30'	\$685.65	\$891.35	
50258		10' x 40'	\$911.55	\$1,185.00	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$4.90	\$6.35	
50581		400 - 900 sq ft	\$4.45	\$5.80	
50582		900+ sq ft	\$4.05	\$5.25	

Order Special Cut when it is important that dye lots match. 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.**

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

Total Carpet and Padding: \$ _____

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

8.600% Tax*: \$ _____

Amount Due: \$ _____

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline Friday, May 10, 2019

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Regular Skirted Tables



Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$137.35	\$178.55	
50046			6'L X 30"H X 24"W	\$168.80	\$219.45	
50050			8'L X 30"H X 24"W	\$214.00	\$278.20	
50043			4'L X 42"H X 24"W	\$166.95	\$217.05	
50047			6'L x 42"H x 24"W	\$213.80	\$277.95	
50051			8'L x 42"H X 24" W	\$251.45	\$326.90	
50052			4th Side 30"	\$83.50	\$108.55	
50171			4th Side 42"	\$83.50	\$108.55	

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

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

Unskirted Regular Tables



Table is delivered with plastic sheeting on top

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$97.85	\$127.20	
50044		6'L X 30"H X 24"W	\$116.75	\$151.80	
50048		8'L X 30"H X 24"W	\$137.65	\$178.95	
50041		4'L X 42"H X 24"W	\$110.20	\$143.25	
50045		6'L x 42"H x 24"W	\$137.65	\$178.95	
50049		8'L x 42"H X 24" W	\$153.60	\$199.70	

Stretch Fabric Table Covers for 6x30" Tables



Modernize your look!

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$250.35	
50700		Red - Fabric Table Cover w/Table	\$250.35	
50700		Blue - Fabric Table Cover wTable	\$250.35	
50700		Black - Fabric Table Cover w/Table	\$250.35	

Stretch Fabric Table Covers must be ordered 30 days in advance
Includes 6'x30" table

Total Tables: \$ _____
8.600% Tax*: \$ _____

Amount Due: \$ _____

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature

Expo Tables



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: P188880619

Connect With Us!

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phone (602) 253-1113
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mail 235 E. Pima Street, Suite 105, Phoenix, AZ 85004

Specialty Tables

Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 36"R	\$314.50	\$408.85	
50706		30"H X 36" R	\$301.70	\$392.20	

Natural Feel tables also have matching chairs and accessories to complete your look!

Regular Pedestal

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$246.60	\$320.60	
50032		30"H X 36" R	\$230.55	\$299.70	

Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$116.05	\$150.85	
50031		Sq 18"H X 24" W	\$116.05	\$150.85	

Total Sp Tables: \$ _____
8.600% Tax*: \$ _____
Amount Due: \$ _____

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Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

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Chairs and Stools

Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$179.75	\$233.70	
50704		Natural Feel Chair	\$147.60	\$191.90	

Natural Feel chairs and stools also have matching tables and accessories to complete your look!



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$148.25	\$192.75	
50020		Side Chair	\$89.25	\$116.05	
50021		Arm Chair	\$121.65	\$158.15	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$164.80	\$214.25	
51086		Director Chair	\$92.05	\$119.65	

Total Chairs: \$ _____
8.600% Tax*: \$ _____
Amount Due: \$ _____

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Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



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June 2, 2019

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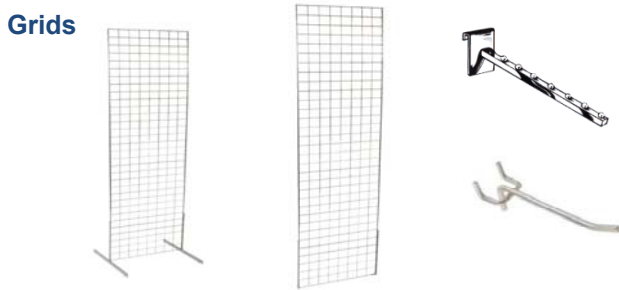
Display Furniture

Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$182.25	\$236.95	
50094		Floor Easel	\$49.40	\$64.20	
50095		22x28 Sign Holder	\$112.50	\$146.25	
50175		Bag Rack	\$241.40	\$313.80	
50092		Coat Rack	\$85.70	\$111.40	
50093		Garment Rack	\$241.40	\$313.80	

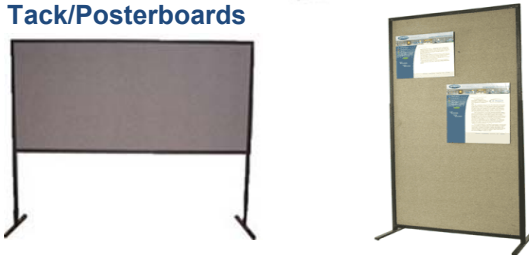
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$217.60	\$282.90	
50237		2'x8' w/o legs, each	\$162.95	\$211.85	
50242		7-Ball Waterfall	\$14.95	\$19.45	
50104		6" Hooks (12)	\$47.90	\$62.25	

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

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horiz.	\$294.60	\$383.00	
50061		4' x 8' Vert.	\$294.60	\$383.00	

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Rental items found and in use in your booth are subject to "Standard" pricing.

Total Display Furnishings: \$ _____
 8.600% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

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mail 235 E. Pima Street,
Suite 105, Phoenix, AZ
85004

Showcases & Risers

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

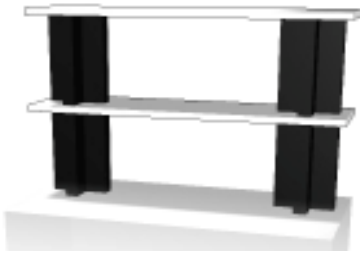
Showcases



Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$909.70	\$1,182.60	
50068		6' Full View	\$1,003.30	\$1,304.30	
50069		4' Quarter View	\$909.70	\$1,182.60	
50070		6' Quarter View	\$1,003.30	\$1,304.30	

Regular showcase color is white, call to inquire about other colors

Stacking Shelves



Don't See what you are looking for?
See our "Exhibit Counters" page for custom counters and create something just for you!
Contact an ESS Representative to get started!

Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$101.95	\$132.55	
50297		6' x12" Display Shelf	\$126.90	\$164.95	

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

Wrap your stacking shelves with color to show off your products!

Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	18.85	24.50	

Order per linear foot

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Showcase & Risers: \$ _____

8.600% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

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Event Code: P188880619

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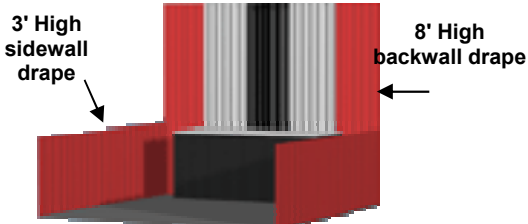
phone (602) 253-1113

fax (602) 253-1114

mail 235 E. Pima Street,
Suite 105, Phoenix, AZ
85004

Drape, Skirting & Misc

Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$23.10	\$30.05	
50074			3' high drape	\$17.10	\$22.25	
50088		NA	8' upright with base	\$31.90	\$41.45	
50349		NA	6'-10' cross bar	\$21.25	\$27.65	
50348		NA	7'-12' crossbar	\$21.25	\$27.65	

Red 01	Blue 05	Grey 10
White 03	Black 06	Burgundy 07

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$18.85	\$24.50	

Order per linear foot

Skirting of Exhibitor Equipment

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

Accessories



Natural Feel accessories also have matching chairs and tables to complete your look!



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	\$160.45	\$208.60	
50710		Natural Feel Tab Lamp	\$115.55	\$150.20	
50708		Natural Feel Recept	\$70.60	\$91.80	
50091		Wastebasket	\$19.00	\$19.00	
50185		Drawing Bowl	\$45.30	\$58.90	
50427		Tensa Stanchion, each	\$101.80	\$132.35	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Drape and Accessories: \$

8.600% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

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85004

Cocktail &
Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$353.30	\$459.30	
	ALC100-Alondra, Glass/Chrome	\$425.90	\$553.65	
	ALC200-Alondra, Wood/Chrome	\$425.90	\$553.65	
	C1FWB-Geo, Wood/Black	\$372.70	\$484.50	
	C1C-Geo Rect., Glass/Chrome	\$319.45	\$415.30	
	COLI - Oliver Cocktail Table	\$304.90	\$396.35	
	C1W-Sydney, White	\$358.15	\$465.60	
	C1WP-Sydney White, Powered!	\$454.95	\$591.45	
	C1Y-Sydney, Black	\$358.15	\$465.60	
	C1YP-Sydney Black, Powered!	\$454.95	\$591.45	
	REGBEN-Regis Bench Table	\$365.40	\$475.00	
	SYDBEC-Sydney Cocktail Table	\$363.00	\$471.90	
	SYDWDC-Sydney Cocktail Table	\$330.00	\$429.00	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$336.40	\$437.30	
	ALE100-Alondra, Glass/Chrome	\$307.35	\$399.55	
	ALE200-Alondra, Wood/Chrome	\$307.35	\$399.55	
	E1FWB-Geo, Wood/Black	\$324.30	\$421.60	
	E1C-Geo, Glass/Chrome	\$314.60	\$409.00	
	EOLI-Oliver End Table	\$271.05	\$352.35	
	E1W-Sydney, White	\$324.30	\$421.60	
	E1Y-Sydney, Black	\$324.30	\$421.60	
	CUBTBL-Edge LED Cube	\$251.70	\$327.20	
	AURA End Table	\$183.90	\$239.05	
	ETBL-E Table, Wood	\$227.50	\$295.75	
	TMBTBL Timber Table, Wood	\$217.80	\$283.15	
	REGOTT-Regis End Table	\$268.60	\$349.20	
	CUBPOW-Wireless Chrg Tbl, Powered!	\$547.80	\$712.15	
	SYDBEE - Sydney End Table	\$319.00	\$414.70	
	SYDWDE-Sydney End Table	\$319.00	\$414.70	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Tables Furnishings: \$ _____

8.600% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

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mail 235 E. Pima Street, Suite 105, Phoenix, AZ 85004

Ottomans

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$333.95	\$434.15	
	END02W-Square, White Leather	\$333.95	\$434.15	
	END01B-Curved, Black Leather	\$532.40	\$692.10	
	END01W-Curved, White Leather	\$532.40	\$692.10	
	SAL Sally Stool	\$116.15	\$151.00	
	CUBL20-Edge Lighted Cube	\$251.70	\$327.20	
	WHT12-Half Bench, White Vinyl	\$479.15	\$622.90	
	BNQ7-Quarter Curve, White Vinyl	\$626.80	\$814.85	
	BNQR17-Ottoman Ring, White Vinyl	\$2,245.75	\$2,919.50	
	REGBEN Regis Bench, Brushed Metal	\$365.40	\$475.00	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$513.05	\$666.95	
	BVLYBN Bev Bench Brown Fabric	\$513.05	\$666.95	
	BVLYGR Bev Bench Grey Fabric	\$513.05	\$666.95	
	BVLYLN Bev Bench Linen Fabric	\$513.05	\$666.95	
	BVLYOB Bev Bench Ocean Fabric	\$513.05	\$666.95	
	BVLYRD Bev Bench Red Fabric	\$513.05	\$666.95	
	BVLYWH Bev Bench White Vinyl	\$513.05	\$666.95	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$237.15	\$308.30	
	MAR002-Marche Swivel, Grey	\$237.15	\$308.30	
	MAR003-Marche Swivel, Linen	\$237.15	\$308.30	
	MAR008-Marche Swivel, Mdw Grn	\$237.15	\$308.30	
	MAR009, Marche Swivel, Pear	\$237.15	\$308.30	
	MAR007-Marche Swivel, Plum	\$237.15	\$308.30	
	MAR004-Marche Swivel, Raspberry	\$237.15	\$308.30	
	MAR005-Marche Swivel, Red	\$237.15	\$308.30	
	MAR006-Marche Swivel, Rose Qtz	\$237.15	\$308.30	
	MAR001-Marche Swivel, White	\$237.15	\$308.30	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$179.10	\$232.85	
	VIB02-Vibe Cube, Blue	\$179.10	\$232.85	
	VIB03-Vibe Cube, Pink	\$179.10	\$232.85	
	VIB04-Vibe Cube, Red	\$179.10	\$232.85	
	VIB05-Vibe Cube, Yellow	\$179.10	\$232.85	
	VIB06-Vibe Cube, Gold/Bronze	\$179.10	\$232.85	
	VIB07-Vibe Cube, Champagne	\$179.10	\$232.85	
	VIB08-Vibe Cube, Orange	\$179.10	\$232.85	
	VIB09-Vibe Cube, White Wtrproof	\$179.10	\$232.85	
	VIB10-Vibe Cube, Black Wtrproof	\$179.10	\$232.85	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$179.10	\$232.85	
	VIB12 Vibe Cube, Silver Vinyl	\$179.10	\$232.85	
	Vibe13-Vibe Cube, Purple Vinyl	\$179.10	\$232.85	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Ottomans: \$ _____
 8.600% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

Discount Deadline **Friday, May 10, 2019**

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Soft Seating

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$2,364.35	\$3,073.65	
	SFA002- Allegro Sofa	\$890.55	\$1,157.70	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,064.80	\$1,384.25	
	SO2-3pc. South Beach, P. Suede	\$2,030.40	\$2,639.50	
	TANSOF-Tangiers Sofa, Beige	\$844.60	\$1,098.00	
	KEYSOF-Key Largo Sofa	\$602.60	\$783.40	
	FAIRSW-Fairfax Sofa	\$607.40	\$789.60	
	S01- South Beach Sofa, P.Suede	\$844.60	\$1,098.00	
	BSFWHT-Baja Sofa	\$1,078.00	\$1,401.40	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$454.95	\$591.45	
	OCB-Key West Tub, Black	\$505.80	\$657.55	
	BCW-Madrid Chair, White	\$951.05	\$1,236.35	
	LABREA-La Brea Swivel Chair	\$522.70	\$679.50	
	HOPCH-Hopi Chair, Grey Linen	\$304.90	\$396.35	
	MNCHCC Munich Corner Chair	\$718.75	\$934.40	
	MNCHCH Munich Armless Chair	\$592.90	\$770.75	
	OCH Madrid Chair, Black	\$951.05	\$1,236.35	
	WENCHA-Wentworth Chair	\$418.00	\$543.40	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$467.05	\$607.15	
	HOPLV-Hopi Loveseat, Grey Linen	\$474.30	\$616.60	
	TANLOV Tangiers Loveseat	\$880.90	\$1,145.15	
	BLVWHT Baja Loveseat White Vinyl	\$1,014.00	\$1,318.20	
	MNCHLV- Munich Armless Loveseat	\$1,052.70	\$1,368.50	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$895.40	\$1,164.00	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$348.50	\$453.05	
	OCMWHT-Meeting Chair, White	\$319.45	\$415.30	
	OCMESP-Meeting Chair, Espresso	\$353.30	\$459.30	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$692.10	\$899.75	
	NPLCHR-Naples Chair, Black Vinyl	\$742.95	\$965.85	
	TANCHR-Tangiers Chair, Beige	\$549.35	\$714.15	
	CHR002-Allegro Chair	\$624.35	\$811.65	
	KEYCHR-Key Largo Chair	\$399.30	\$519.10	
	FAIRCW-Fairfax Chair	\$438.00	\$569.40	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$2,920.95	\$3,797.25	
	BNQR17-Ottoman Ring, White Vinyl	\$2,245.75	\$2,919.50	
	BNQ7-Quarter Curve, White Vinyl	\$626.80	\$814.85	
	BNQTL7- Center Cone, White Vinyl	\$922.00	\$1,198.60	
	WHT12-Half Bench, White Vinyl	\$479.15	\$622.90	
	OTS-South Beach Wedge	\$404.15	\$525.40	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$805.85	\$1,047.60	
	SFAPWR-Roma Sofa, powered	\$1,297.10	\$1,686.25	
	NPLCHP-Naples Chair, powered	\$805.85	\$1,047.60	
	NPLSOP-Naples Sofa, powered	\$1,297.10	\$1,686.25	
	NPLLOP-Naples Loveseat, powered	\$1,115.60	\$1,450.30	

Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Soft Seating: \$ _____

8.600% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

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Conference Tables & Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$573.55	\$745.60	
	CE1-Geo Table, Sq. Chrome	\$404.15	\$525.40	
	CF1-Geo Table, Sq. Black	\$404.15	\$525.40	
	CE2-Geo Table, Chrome	\$573.55	\$745.60	
	CB2-6' Graphite Table	\$602.60	\$783.40	
	CB3-8' Graphite Table	\$709.05	\$921.75	
	CB1-42" Round, Graphite Nebula	\$488.85	\$635.50	
	C508GR-8', Granite	\$709.05	\$921.75	
	CT10GR-10', Granite	\$1,064.80	\$1,384.25	
	CT06GR-6', Granite	\$602.60	\$783.40	
	PWRUSB-Powered Table Module	\$96.80	\$125.85	
	CB8-42" Round Madison, Grey	\$220.20	\$286.25	
	MADC10-10' Madison, Grey	\$1,222.10	\$1,588.75	
	MADC05-5' Madison, Grey	\$612.25	\$795.95	
	MADC08-8' Madison, Grey	\$1,222.10	\$1,588.75	
	CONF42-42" Round, White lam	\$488.85	\$635.50	
	36ATO Atomic 36" Round, Glass	\$404.15	\$525.40	
	42ATO Atomic 42" Round, Glass	\$404.15	\$525.40	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$82.30	\$107.00	
	RSTDIN-Rustique w/ arms, Gunmetal	\$167.00	\$217.10	
	CS8-Berlin Chair, Black	\$162.15	\$210.80	
	XCHR-Christopher Chr, White Vinyl	\$133.10	\$173.05	
	SC10 Razor Chair	\$99.20	\$128.95	
	SC3-Brewer Chair, Onyx	\$222.65	\$289.45	
	XC6-Altura Guest Chair	\$392.05	\$509.65	
	LMCHR-Laguna Chair, Maple/Chrome	\$188.75	\$245.40	
	MALGRY-Malba Chair, Grey	\$145.20	\$188.75	
	MALGRN-Malba Chair, Green	\$145.20	\$188.75	
	CS4-Syntax Chair, Black/Chrome	\$263.80	\$342.95	
	ZENCHR-Zenith Chair-White/Chrome	\$212.95	\$276.85	
	BLDCRD-Blade Chair	\$85.80	\$111.55	
	BLDCSB-Blade Chair	\$85.80	\$111.55	
	LUCHCL-Lucent Chair	\$231.00	\$300.30	
	MARCBE-Marina Chair, Ocn Blue	\$187.00	\$243.10	
	MARCBK-Marina Chair, Black Vnyl	\$187.00	\$243.10	
	MARCBR-Marina Chair, Brown	\$187.00	\$243.10	
	MARCRD-Marina Chair, Red	\$187.00	\$243.10	
	MARCWH-Marina Chair, White Vnyl	\$187.00	\$243.10	
	TASKST-Task Stool	\$187.00	\$243.10	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	471.90	613.45	
	PROEXB-Executive Chair High Back	471.90	613.45	
	PROGB-Guest Executive Chair	331.55	431.00	
	PROMDB-Exec Mid-Back, Black	309.75	402.70	
	PROMID-Executive Chair Mid Back	300.10	390.15	

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Total Conference: \$ _____
 8.600% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

Phoenix Convention Center - Phoenix, Arizona

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Café and Communal Tables

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$285.55	\$371.20	
	ZTP-36" Maple Top/Black Base	\$312.20	\$405.85	
	ZTJ-30" Graphite Top/Black Base	\$285.55	\$371.20	
	ZTN-36" Graphite Top/Black Base	\$312.20	\$405.85	
	ZTG-30" Silver Textured Top	\$285.55	\$371.20	
	ZTQ-36" White Laminate Top	\$312.20	\$405.85	
	ZTB-30" Red Top/Black Base	\$285.55	\$371.20	
	ZTA-30" Grey Top/Black Base	\$295.25	\$383.85	
	30WH29 -30" White Laminate	\$302.50	\$393.25	
	30BEBC-30" Blue Top/Black Base	\$286.00	\$371.80	
	30WDBC-30" Wood Top/Black Bas	\$286.00	\$371.80	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$382.35	\$497.05	
	30GRHC-Graphite Nebula, Chrome	\$382.35	\$497.05	
	30STHC-Silver Textured, Chrome	\$382.35	\$497.05	
	30BRHC-Brushed Red Top, Chrome	\$382.35	\$497.05	
	30MAHC-Grey Top, Chrome	\$382.35	\$497.05	
	30WHHC-White Laminate	\$413.80	\$537.95	
	30BEHC-Blue Top, Chrome	\$385.00	\$500.50	
	30WDHC-Wood Top, Chrome	\$385.00	\$500.50	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$416.25	\$541.15	
	36GRHC-Graphite Nebula, Chrome	\$416.25	\$541.15	
	36WTHC-White Top, Chrome	\$416.25	\$541.15	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$649.00	\$843.70	
	VNTCMN-Maple Top, Silver Frame	\$649.00	\$843.70	
	VNTCWN-White Top, Silver Frame	\$649.00	\$843.70	
	VNTCMW-Maple, w/ Grmt	\$649.00	\$843.70	
	VNTCWW-White, w/ Grmt	\$649.00	\$843.70	
	VNTCBK-Black Top- Powered!	\$737.00	\$958.10	
	VNTCWH-White Top- Powered!	\$737.00	\$958.10	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$997.05	\$1,296.15	
	VNTWHT Communal Table White Top	\$997.05	\$1,296.15	

42" High Tables

	VNTBNP Communal Table Black Top	\$844.60	\$1,098.00	
	VNTMNP Communal Table Maple Top	\$844.60	\$1,098.00	
	VNTWNP Communal Table White Top	\$844.60	\$1,098.00	
	VNTBMW Comm Table Maple Top w/ Grom	\$844.60	\$1,098.00	
	VNTBWW Comm Table White w/ Grom	\$844.60	\$1,098.00	

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Total Cafe: \$ _____
8.600% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like VTK-30" Maple Top/Black Base, VTP-36" Maple Top/Black Base, etc.

Barstools

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like BST-Banana, White/Chrome, BSS-Banana, Black/Chrome, etc.

Bar Tables - Chrome Base 30", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 30GRHB-Graphite Nebula, Chrome, 30MTHB-Maple Top, Chrome, etc.

Bar Tables - Chrome Base 36", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Lists items like 36GRHB-Graphite Nebula, Chrome, 36MTHB, Maple Top, Chrome, etc.

Bars and Counters

Table with 3 columns: Item, Discount, Regular. Lists items like MTBLPI-Midtown Bar, Lighted, MTBUUL-Midtown Bar, unlighted, etc.

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Bar: \$
8.600% Tax*: \$
Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



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Executive Accessories

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$653.40	\$849.40	
	JD8-Madison Executive Desk, Grey	\$772.00	\$1,003.60	
	BC8-Madison Bookcase, Grey	\$559.00	\$726.70	
	TECH3B-Tech Desk w/drawers- Powered!	\$709.05	\$921.75	
	TECH-Tech Desk-Powered	\$573.55	\$745.60	
	TECH3-3-drawer File Cbnt w/Casto	\$188.75	\$245.40	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$641.30	\$833.70	
	PDL42B-Ped, Locking-Powered!	\$759.90	\$987.85	
	PDL36W-Ped, Locking-Powered!	\$641.30	\$833.70	
	PDL42W-Ped, Locking-Powered!	\$759.90	\$987.85	

Work & Multi-Use Tables

	MERLIN-Multi Use Table	\$438.00	\$569.40	
	WD3-Work Table	\$421.10	\$547.45	

Lamps

	LA15-Mason Silver Floor Lamp	\$280.70	\$364.90	
	LA14-Mason Silver Table Lamp	\$183.90	\$239.05	

Product Display- Shelving

	PSHCCS-Posh Shelving	\$655.80	\$852.55	
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Hedge Walls

	HDG4FT-Boxwood Hedge, 4ft	\$561.00	\$729.30	
	HDG7FT-Boxwood Hedge, 7ft	\$913.00	\$1,186.90	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Accessories: \$ _____
 8.600% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



Arizona Bridal Show

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Labor Hours

ST - Straight time: Monday-Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday 8am - 4:30pm
DT - Double-time: All day Sunday, all other hours and Holidays

Shepard Blue Supervised Labor **Pricing includes Supervisory fee of 30% over standard labor .

Code	Discount	Regular
68066 ST	\$136.83	\$177.85
68067 OT	\$205.23	\$266.80
68068 DT	\$273.65	\$355.75

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

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Shepard Blue Supervised Labor

Choose Shepard Blue for your labor needs and leave your worries behind!

Step One:

Choose Your **Service**

Installation # _____
Dismantling # _____
Both # _____

Step Two:

How Many **People?**

Step Three:

How Many **Hours?**

Step Four:

When Should the Build be **Complete?**

Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

Step Five: Tell Us About Your Exhibit! (this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name _____ Tracking or Pro # _____ Estimated Weight _____
of Pieces _____ Advance Warehouse or Direct to Show site? _____ Estimated Arrival Date _____

Set Up Information:

Company Contact Name: _____ Email _____ Cell Phone # _____
Contact Arrival Date _____ Time Build Should be Complete _____

Booth Size: _____ X _____ Carpet: Ordered from Shepard Exhibitor Owned Carpet Carpet Padding

Drawings/Photos/Instructions:

Attached Emailed to Shepard With the Exhibit In crate # _____

Electrical Placement

(exhibitor is responsible to order)

Emailed to Shepard Drawing Attached Drawing with Exhibit

Does Electrical go UNDER carpet? Yes No

Graphics:

With Exhibit Shipped Separately

Other Services Ordered:

Overhead Rigging Cleaning AV

Outbound Shipping:

of Crates _____ # of Cartons _____ #of Fiber Cases _____ # of Pallets _____

Ship To: _____ Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

Method: Common Air Van Other

If Your Carrier doesn't show? Reroute with SLS

*Allow time for empty return when scheduling your pick up

Send to warehouse for pick up (\$400 minimum charge)

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Estimated **SES Blue Labor**: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Phoenix Convention Center - Phoenix, Arizona

June 2, 2019

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Exhibitors may not operate any type of mechanical or powered equipment.

Labor Hours

ST - Straight time: Monday-Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday 8am - 4:30pm
DT - Double-time: All day Sunday, all other hours and Holidays

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST \$105.25	\$136.85	
68061	OT \$157.87	\$205.25	
68062	DT \$210.50	\$273.65	

(68063/68064/68065)

Step One:

Choose your **service**

<input type="checkbox"/>	Installation	#	_____
<input type="checkbox"/>	Dismantling	#	_____
<input type="checkbox"/>	Both	#	_____

Step Two:

How many **people**?

Step Three:

How many **hours**?

Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details: _____

Step Five: **Schedule**

Date	Start Time	End Time
_____	_____	_____
_____	_____	_____

Installation Request

Dismantle Request

Step Six: **Onsite Contact Info**

Name _____

Cell: _____ Email: _____

Requested times are not guaranteed and are based on availability.

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	273.65	355.75	

Flooring Type:

<input type="checkbox"/>	Carpet Rolls	<input type="checkbox"/>	Padding
<input type="checkbox"/>	Carpet Squares	<input type="checkbox"/>	Other

Is electrical to be installed under your carpet? Yes No

(Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?
 Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign

Card Holder Signature

Exhibitor Supervised Labor