



BusCon

Indiana Convention Center - Indianapolis, Indiana

October 2 - 3, 2018

Discount Deadline Tuesday, September 11, 2018

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/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

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

Table with 5 columns: Code, Discount, Regular, +30%, and values for 68066, 68067, 68068.

(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!

Event Code: I110891018

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street Indianapolis, IN 46278

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 ELITeXPO *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



Card Holder Signature



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Exhibitor Supervised Labor

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060 ST	\$84.25	\$109.55	
68061 OT	\$136.38	\$177.30	
68062 DT	\$168.50	\$219.05	

(68063/68064/68065)

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.
Send a detailed drawing and instructions to us prior to the event.
When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Step One:

Choose your **service**

- Installation
- Dismantling
- 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	<input type="text"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<input type="text"/>

Requested times are not guaranteed and are based on availability.

Step Six: Onsite Contact Info

Name

Cell: Email:

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	Flooring Type:	
68080		Flooring Only	1.00	1.30		<input type="checkbox"/> Carpet Rolls	<input type="checkbox"/> Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/> Carpet Squares	<input type="checkbox"/> Other
68079		MINIMUM	168.50	219.05			

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



Card Holder Signature