



# International LCT Show

Mandalay Bay Convention Center, Las Vegas, NV

March 24 - 27, 2019

Discount Deadline **MARCH 04, 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/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.

Code	Discount	Regular	+30%
68066 ST	107.00	139.10	30%
68067 OT	153.00	198.90	30%
68068 DT	214.00	278.20	30%

(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: 2019 ILCT SHOW

Connect With Us! email [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  
phone (702) 507-5278  
fax (702) 948-0341  
mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

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 \_\_\_\_\_

Method:  Common  Air  Van  Other Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

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



Card Holder Signature



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Exhibitor Supervised Labor

### Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST	107.00	139.10
68061	OT	153.00	198.90
68062	DT	214.00	278.20

(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	_____	_____
Dismantle Request	_____	_____

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	214.00	278.20					

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



## LABOR JURISDICTIONS LAS VEGAS, NV

### LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

### MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

### GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.