



Industry Summit

Caribe Royale Orlando - Orlando, Florida

October 9 - 10, 2018

Discount Deadline **Tuesday, September 18, 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.

Code	Discount	Regular	+30%
68066 ST	\$87.50	\$113.75	30%
68067 OT	\$131.25	\$170.65	30%
68068 DT	\$173.00	\$224.90	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: F168841018

Connect With Us! email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

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.

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

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.

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature