



NFMT & Smart Building Innovations

Baltimore Convention Center - Baltimore, Maryland

March 20 - 22, 2018

Event Code: M103040318

Connect With Us!

email baltimore@shepardes.com
 phone (410) 737-9270
 fax (410) 737-9274
 mail 7079 Oakland Mills Rd,
 Columbia, MD 21046

Exhibitor Supervised Labor

Discount Deadline **Tuesday, February 27, 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

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST 86.00	111.80	
68061	OT 129.00	167.70	
68062	DT 175.00	227.50	

(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"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<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	172.00	223.60					

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



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

Code	Discount	Regular	+30%
68066 ST	86.00	111.80	30%
68067 OT	129.00	167.70	30%
68068 DT	175.00	227.50	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!

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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 Emailed to Shepard Drawing Attached Drawing with Exhibit
(exhibitor is responsible to order)

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