



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Customer Service Phone: (443) 709-0502

Customer Service Fax: (443) 709-0508

Customer Service Email: baltimorecustsvcs@shepardes.com

Event Code: M152570310

Discount Deadline: February 23, 2010

LABOR ORDER FORM

National Facilities Management and Technology
Conference / Expo and Maintenance Solutions Expo
March 16-18, 2010
Baltimore Convention Center
Baltimore, Maryland

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? Yes No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours _____
Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):
 Installation Dismantling Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):
 Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68060		ST	77.00	100.10	30% **	
68061		OT	115.50	150.15	30% **	
68062		DT	154.00	200.20	30% **	

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	77.00	100.10	
68061		OT	115.50	150.15	
68062		DT	154.00	200.20	

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

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - 8:00 AM and all day Saturday & Sunday
DT - Double time: All recognized holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	154.00	200.20	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note: - Hours are based on estimates, you will be invoiced for actual time incurred. Subtotal \$ _____
- Requested times are not guaranteed and are based on availability. N/A Tax: \$ _____
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments. Amount Due: \$ _____

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
of pieces: _____ Weight of Shipment: _____
Is shipment? Crated Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: Warehouse Show site

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Set-up Information for Installation

Please check all that apply and provide information where requested.
Booth Size: _____ x _____
Forklift required? Yes No
Carpet is? owned rented from Shepard
Carpet padding? Yes No
Drawings are? Faxed to Shepard Shipped w/exhibit crates

Force freight through preferred carrier:
Send shipment back to Shepard warehouse: (\$400 min. fee)

Services You Have Ordered (please check all that apply)

Electrical Furniture A/V Equipment
 Booth Cleaning Telephone/Internet
Electrical Information:
 Electrical should go under the carpet (diagram is attached)
 Electrical drawings are attached
 Electrical drawings are with exhibit in crate number
 Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.