



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Event Code: M152570311

Discount Deadline: February 22, 2011

LABOR ORDER FORM

National Facilities Management and

Technology Conference

March 15-17, 2011

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)						
68066		ST	72.00	93.60	30% **	
68067		OT	108.00	140.40	30% **	
68068		DT	144.00	187.20	30% **	

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	72.00	93.60	
68061		OT	108.00	140.40	
68062		DT	144.00	187.20	

**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 - Midnight; all day Saturday and Sunday

DT - Double time: All other hours and 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	144.00	187.20	

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:

Force freight through preferred carrier:

Send shipment back to Shepard warehouse: (\$400 min. fee)

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

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.