



NFMT

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

Discount Deadline Tuesday, March 05, 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, after 4:30 PM; all day Saturday & Sunday
DT - Double-time: All other hours and holidays

Step One: Tell Us About Your Sign Type: [ ] Cloth [ ] Wood [ ] Truss [ ] Metal [ ] Other
Shape: [ ] Square [ ] Triangle [ ] Rectangle [ ] Circle [ ] Other
Size: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Table with 5 columns: Code, Item, Est Total Man Hours, Discount, Regular, Est Amount. Rows for ST, OT, DT.

Date of Assembly \_\_\_\_\_ Start Time \_\_\_\_\_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

Table with 5 columns: Code, Item, Est Total Man Hours, Discount, Regular, Est Amount. Rows for ST, OT, DT.

Date of Disassembly \_\_\_\_\_ Start Time \_\_\_\_\_

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Table with 5 columns: Code, Est Total Hours, Discount, Regular, Est Amount. Row for 69156.

Date of Install \_\_\_\_\_ Start Time \_\_\_\_\_

\*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Event Code: M103040319

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

Hanging Sign & Overhead Rigging

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Please indicate who will be supervising ASSEMBLY:

[ ] Shepard Supervision 68069 [ ] Exhibitor Supervised

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

Exhibitor Contact \_\_\_\_\_

How many laborers will you require? \_\_\_\_\_

Please indicate who will be supervising DISASSEMBLY:

[ ] Shepard Supervision 68073 [ ] Exhibitor Supervised

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

Exhibitor Contact \_\_\_\_\_

How many laborers will you require? \_\_\_\_\_

Rigging Removal

Table with 5 columns: Code, Est Total Hours, Discount, Regular, Est Amount. Row for 69157.

Date of Removal \_\_\_\_\_ Start Time \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



**NFMT**

Baltimore Convention Center - Baltimore, Maryland

March 26 - 28, 2019

Discount Deadline **Tuesday, March 05, 2019**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Black (06)  Silver(15)

**Truss\***

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$21.55	\$28.00	
6909406		12" Black Box Truss (Per FT)	\$21.55	\$28.00	
6903815		12" Silver Corner Block	\$80.75	\$105.00	
6903806		12" Black Corner Block	\$80.75	\$105.00	
70067		Design Fee (Hourly)	\$134.55	\$174.90	

\*If you are ordering truss, you also need to order motors!

**Truss Details**

(Quantity & Size) \_\_\_\_\_

**Motors**

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$457.45	\$594.70	
69016		Half Ton Hoist/Chain Motor	\$403.65	\$524.75	
69101		1/4 Ton Hoist/Chain Motor	\$242.20	\$314.85	
69019		Rotating Motor 500 LB Limit	\$430.55	\$559.70	
69020		Rotating Motor 200 LB Limit	\$242.20	\$314.85	

Rotate Clockwise (right)

Rotate Counterclockwise (left)

**Include the following items with your Truss and Motor Order:**

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_

Total Rigging Equipment: \$ \_\_\_\_\_

6.000% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Connect With Us!

Event Code: M103040319

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

mail 7079 Oakland Mills Rd,  
Columbia, MD 21046

Overhead Rigging Equipment

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)