



# Shepard

## EXHIBITOR SERVICE MANUAL

**West Virginia Auto Show**

Charleston Coliseum & Convention Center | Charleston, WV  
February 2 - 5, 2023

**M127360223**

# SHOW INFORMATION

## West Virginia Auto Show

M127360223

Charleston Coliseum & Convention Center | Charleston, WV

February 2 - 5, 2023

## Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- 6' x 30" Skirted Table - Black
- 2 Side Chairs
- 1 Wastebasket
- Booths are carpeted
- Nightly Vacuuming is provided

## Show Colors

Show Drape Color(s): Black

Aisle Carpet Color: Black

## Exhibit Show Schedule

### TARGETED EXHIBITOR MOVE-IN

#### Convention Hall and Ballroom:

Tuesday, January 31, 2023 • 8:00AM to 5:00PM

#### Coliseum:

Wednesday, February 1, 2023 • 8:00AM to 12:00PM

### GENERAL EXHIBITOR MOVE-IN

Wednesday, February 1, 2023 • 8:00AM to 5:00PM

Thursday, February 2, 2023 • 8:00AM to 2:00PM

### EXHIBIT HOURS

Thursday, February 2, 2023 • 6:00PM to 9:00PM - *Pre-view Party*

Friday, February 3, 2023 • 10:00AM to 9:00PM

Saturday, February 4, 2023 • 10:00AM to 9:00PM

Sunday, February 5, 2023 • 10:00AM to 6:00PM

### EXHIBITOR MOVE OUT

Sunday, February 5, 2023 • 6:00PM to 10:00PM

Monday, February 6, 2023 • 8:00AM to 5:00PM

### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time

Monday, February 6, 2023 | 5:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Tuesday, January 3, 2023

### Exhibitor Appointed Contractor Notification Deadline

Tuesday, January 3, 2023

### Discount Price Deadline for Standard Shepard Orders

Thursday, January 12, 2023

### First Day Target Freight Can Arrive at Show Site

Tuesday, January 31, 2023

### First Day General Freight Can Arrive at Show Site

Wednesday, February 1, 2023 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*All shipments must go directly to the facility.*

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

West Virginia Auto Show

Charleston Coliseum & Convention Center

200 Civic Center Drive

Charleston, WV 25301

## West Virginia Auto Show

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**ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023**

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Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

### Shepard Mailing Address

1531 Carroll Drive, NW  
Atlanta, GA 30318  
Phone: 404-720-8600  
Email: [orders@shepardes.com](mailto:orders@shepardes.com)

### Service Desk Hours *(subject to change)*

Wednesday, February 1, 2023 • 8:00AM to 5:00PM  
Thursday, February 2, 2023 • 8:00AM to 9:00PM  
Friday, February 3, 2023 • 10:00AM to 9:00PM  
Saturday, February 4, 2023 • 10:00AM to 9:00PM  
Sunday, February 5, 2023 • 10:00AM to 10:00PM  
Monday, February 6, 2023 • 8:00AM to 5:00PM

### Exhibitor Move Out

Sunday, February 5, 2023 • 6:00PM to 10:00PM  
Monday, February 6, 2023 • 8:00AM to 5:00PM

### Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Monday, February 6, 2023 | 5:00PM**.

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Monday, February 6, 2023 | 5:00PM**.

### Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

### Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

### Pick Up Address

Charleston Coliseum & Convention Center  
200 Civic Center Drive  
Charleston, WV 25301

# ONLINE ORDERING IT'S EASY.


## West Virginia Auto Show


Charleston Coliseum & Convention Center | Charleston, WV

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Order online through the Shepard Exhibitor Portal at

<https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.  
User Name = **Your Email Address**  
(provided by Event Management)  
Password = **WVAS23**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at [clientservices@shepardes.com](mailto:clientservices@shepardes.com).
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

### Login

If you are already registered for online ordering, please login below.

You'll need to select an event first. After you login you will have access to your other events as well.

#### Select an Event

Select a Show ▼

#### Email Address

youremail@yourcompany.com ▼

#### Password

\*\*\*\*\*

Login

[Forgot your password?](#)

### Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

#### Select an Event

Select a Show ▼

**Creating an account will allow you to order online.**

First, we will need your email address.

youremail@yourcompany.com 

# METHOD OF PAYMENT

## West Virginia Auto Show

Charleston Coliseum & Convention Center | Charleston, WV

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Please review the information and complete your payment information online.

You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

**Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.**

### Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

### Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

**Online: Thursday, January 12, 2023** All paid orders placed online prior to the deadline date.

**Discount Deadline: Thursday, January 12, 2023** All paid orders placed via pdf prior to the deadline date.

### ACH/Wire Transfers

You may choose to pay by Check or ACH/Wire Transfer, however a credit card is required on file to process all orders.

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **West Virginia Auto Show**

EVENT CODE: **M127360223**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	Please include the show name, event code and your booth number if you are sending a physical check.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	

**TAX EXEMPT?** Please submit tax exemption certificate to: [orders@shepardes.com](mailto:orders@shepardes.com). If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

# TERMS & CONDITIONS

## West Virginia Auto Show

Charleston Coliseum & Convention Center | Charleston, WV

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February 2 - 5, 2023

You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor.

### **Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:**

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

**Definitions and Shepard Responsibilities:** The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

**Indemnification:** The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted

three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

**Equipment Audits:** EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**Exchanges and Cancellations:** On-site exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

**Invoices:** Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on-site.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

*continued on the next page*

# TERMS & CONDITIONS (continued)

## West Virginia Auto Show

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**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Tax Rates:** State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate.

**Exhibitor Information:** Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

**Cancellation or Event Postponement:** In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

**Insurance:** It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

**Claim(s) for Loss and Payment For Services:** Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor

must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

**Limits of Liability:** If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

**Inbound and Outbound Shipments:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

**Packaging, Crates, and Empty Containers:** Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

# SAFETY FIRST PLAN

## CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

Changes are taking place at our events.  
**With Shepard, You Can.**

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

### Our Commitment!

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.



#### Hand Hygiene

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.



#### Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.



#### Hand Sanitizing Stations

Hand sanitizing stations are placed at Shepard check-in areas and work stations.



#### Exhibitor Service Center

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.



#### Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.



#### Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.



#### COVID-19 Training

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.



#### Team Meeting Areas

General meeting areas will follow social distancing guidelines and any additional preventative measures.

# THIRD PARTY PAYMENT

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**DEADLINE: TUESDAY, JANUARY 3, 2023**

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties **MUST** sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.** The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EXHIBITING COMPANY AUTHORIZED NAME (please print): \_\_\_\_\_

SIGNATURE FROM EXHIBITING COMPANY: \_\_\_\_\_

### Step 2. Check services below to bill to the third party.

☐ **ALL SERVICES**

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Furniture

☐ Exhibit Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

Other (please specify): \_\_\_\_\_

### Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

### Step 4. Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

# EXHIBITOR APPOINTED CONTRACTOR (EAC)

## West Virginia Auto Show

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**DEADLINE: TUESDAY, JANUARY 3, 2023**

This form is to be completed by the Exhibitor and returned to Shepard by the deadline date noted above.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party Method of Payment form and an exhibitor Method of Payment is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

EXHIBITOR APPOINTED CONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be a charged a 1 hour minimum forklift rental and labor.

EXHIBITOR SIGNATURE: \_\_\_\_\_



Email completed form to: [clientservices@shepardes.com](mailto:clientservices@shepardes.com)

[shepardes.com](http://shepardes.com) | 11

## With Shepard, You Can.

# SHIPPING VS. MATERIAL HANDLING

Make freight management easy.  
**With Shepard, You Can.**



## What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



## What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

## Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

## One easy way to keep charges low?

**Consolidate.** Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

DSV Fairs & Exhibitions is the Preferred International Freight Forwarder and Customs Broker for Shepard events.

### **IMPORT ARRIVAL DEADLINE ESTIMATES:**

**LCL SEA FREIGHT – 5 weeks before the show opens**

**FCL SEA FREIGHT – 4 weeks before the show opens**

**AIR FREIGHT – 3 weeks before the show opens**



### **OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:**

- Shipment planning - packaging, documentation, scheduling
- Pick-up and international shipping to the US air/port
- Customs clearance & delivery to the Shepard advance whse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Export documents, international shipping and Customs clearance overseas
- Final delivery to the overseas return destination



Fairs & Exhibitions, Solutions USA  
Contact: Kelly O'Neill-Exley  
Product Specialist  
Email: [kelly.oneill@dsv.com](mailto:kelly.oneill@dsv.com)  
Mobile: +1 404 432 8835

Please contact us today  
for a free quotation.

DSV Fairs & Exhibitions has an agent office in most countries worldwide. If you do not see your country listed below, then please contact DSV Fairs & Exhibitions USA, so that we can provide local contact details.

## Canada

EAS Exhibition Services  
1400 Bayly Street  
Office Mall 2, Ste 4  
Pickering, Ontario  
L1W 3R2  
Canada  
Contact: Paula Collaco  
Tel: + 1 647 203 8520  
Email: paulacollaco@rogers.com

## China

DSV Fairs & Events, Solutions  
Rm 2307-2308, 23F  
One Indigo  
20 Jiuxianqiao Road  
Chaoyang District  
Beijing 10016, P.R. China  
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Tel: + 86 10 8540 7288 / 7299  
Mobile: + 86 13 91029 8808  
Email: roaddy.lu@dsv.com

## Denmark

DSV Solutions A/S  
Fairs & Events  
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## Germany

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## Hong Kong

DSV Fairs & Exhibitions  
13001-11W, 103-04S&106-7S, 13/F  
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Kwai Chung Container Terminal NT  
Hong Kong  
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## Japan

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Toranomon Hills Business Tower  
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Fax +81 3 6807 5893  
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## Korea

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Magok Central Tower 1 Cha, 227  
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## Portugal

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Senhora da Hora,  
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Mobile: + 351 916 141 569  
E-mail: silvia.eloi@dsv.com

## Singapore

DSV Solutions Pte Ltd  
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5<sup>th</sup> Floor, 498771  
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Mobile: + 65 9688 9156  
E-mail: kim.wah.neo@dsv.com

## Spain

DSV Fairs & Events, Solutions  
Pol. Ind. Riera del Molí  
Les Llicorelles, Calle A num. 1  
08750 Molins de Rei  
Barcelona, Spain  
Contact: Belina Flores  
Tel: + 930 260 838  
Mobile: + 34 34 686 902 300  
Email: belina.flores.sierra@dsv.com

## Taiwan

DSV – Translink  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2., Taipei 104-48  
Taiwan R.O.C.  
Contact: Frances Lin  
Tel: + 886 2 2581 1133  
Fax: + 886 2 2523 9449  
Email: frances@trans-link.com.tw

## Turkey

DSV – Agility Fairs & Events  
Rüzgarlıbahçe mah.  
Cumhuriyet Cad. Acarlar Is  
Merkezi F Blok K:2 D:8 Beykoz  
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## United Arab Emirates

DSV Fairs & Events, Solutions  
Level 15, Office No. 07-08  
Sheikh Rashid Tower  
Dubai World Trade Centre  
P.O.Box 36683, Dubai, UAE  
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Mobile: + 971 56 6833914  
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## United Kingdom

DSV Fairs & Events, Solutions  
One Western Gateway  
Royal Victoria Dock  
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DSV Fairs & Exhibitions, Solutions USA  
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[www.dsv.com](http://www.dsv.com)

# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

\$\$\$\$\$  
**SAVING TIP!**

Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### Step 2. Where is the shipment going?

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### Step 3. How many pieces are in your shipment?

# OF CRATES: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_ # OF CASES: \_\_\_\_\_ # OF CARTONS: \_\_\_\_\_ APPROX. TOTAL WEIGHT: \_\_\_\_\_

### Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
<b>TOTAL</b>					

Any thing else we should know about your building?

### Step 5. How many labels do you need? \_\_\_\_\_

### Step 6. Who is picking up your shipment?

☐ Official Show Carrier: SHEPARD LOGISTICS ☐ Other (Truckload, Specialized) \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

### Step 7. What type of service is need (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight

### Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.

# DIRECT SHIPPING LABEL

## West Virginia Auto Show

Charleston Coliseum & Convention Center | Charleston, WV

February 2 - 5, 2023

M127360223

Print at least one shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

DIRECT TO  
SHOW SITE

RUSH

 **Shepard**

**DIRECT TO SHOW SITE**

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
Charleston Coliseum & Convention Center  
200 Civic Center Drive  
Charleston, WV 25301**

FOR:  
**West Virginia Auto Show**

**MUST NOT BE DELIVERED PRIOR TO:**  
Wednesday, February 1, 2023 | 8:00AM

# MATERIAL HANDLING RATES

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

## Ship Roundtrip with Shepard Logistics and receive a 10% discount\* on Material Handling

\* Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

**What is Material Handling?** Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in part, are billed as a package.

**How to Calculate Material Handling Services** The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Standard Material Handling Rates** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

### Direct to Facility/Show Site Shipments\*\*\*\*

\*\*\*\* Large pieces of machinery and uncrated shipments can be accepted at show site.

**FIRST DAY FREIGHT CAN ARRIVE:** Wednesday, February 1, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35410	Crated ST/ST		X	\$57.25	
35780	Outbound Crated OT		X	\$17.25	
35412	Uncrated ST/ST		X	\$86.00	
35782	Outbound Uncrated OT		X	\$25.75	
35416	Special Handling ST/ST		X	\$72.25	
35781	Outbound Special Handling OT		X	\$21.75	

### Other Material Handling Services

CODE	ITEM	QTY		PRICE	TOTAL
35490	Banding Service Per 4x4 Skid/Pallet		X	\$75.00	
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		X	\$75.00	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

### Billing Information

**Direct to Show Site Shipments:** Shipments arriving direct to show site will be billed according to when they are received. Shipments arriving Wednesday and Thursday between 8:00AM and 5:00PM will be billed at the ST/ST rate. Shipments arriving outside those hours will be billed using the appropriate overtime rate. During move out, if your shipment is picked up on Sunday, February 5 after 5:00PM you will be billed an additional Outbound Overtime charge. If your shipment is picked up on Monday, February 6 between 8:00AM and 12:00PM, additional overtime charges will not be billed.

**Only Shepard personnel are allowed to operate mechanical equipment.** We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file.**

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# MATERIAL HANDLING INFORMATION

## West Virginia Auto Show

Charleston Coliseum & Convention Center | Charleston, WV

**M127360223**

February 2 - 5, 2023

### Special Handling Definitions

Rate as shown on Material Handling Rate Form, approx. 30%.

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

#### Constricted Space

Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

#### Stacked Shipments

Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

#### Mixed Shipments

Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

#### Shipment Integrity

Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

#### Carpet/Pad Only

Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

#### No Documentation

Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

#### Designated Piece Unloading

Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

#### Padded Van Deliveries

This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

#### Disposal Fee

A disposal fee & minimum 1 hr. labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

#### Overtime/Double-time

**SURCHARGE: Overtime: 30% • Double Time: 50%**  
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

#### Warehouse Overtime/Double-time

**SURCHARGE: Overtime: 30% • Double Time: 50%**  
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

#### Early/Late Shipments to the Warehouse

**SURCHARGE: 25% • 35003**  
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

#### Uncrated Shipments

**Rate as shown on Material Handling Rate Form**  
An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move out of the show, and is based on the weight of the shipment handled.

#### Off-Target Deliveries

**SURCHARGE: 15% • 35004**  
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

#### Marshaling Yard

**FEE: \$30 per Shipment • 35250**  
Where Shepard Exposition Services as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

#### Reweigh of Shipments

**FEE: \$25.00 per forklift load • 35282**  
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

#### Empty Crate Storage

**FEE: \$25.00 per piece • 35105**  
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

#### Light Weight Shipments

Shipments weighing 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

#### Envelope Deliveries

**FEE: \$10.50 per envelope • 35007**  
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

#### Priority Empty Labels

**FEE: \$75.00 per label • 35064**  
Limited quantities available on a per event basis.

#### Mobile Spotting

**FEE: \$200 per round trip**  
All vehicles must be escorted in and out of building by Shepard personnel.

# MATERIAL HANDLING 101

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

**What is material handling (also referred to as drayage)?** Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of "freight"?** Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is the difference between material handling and shipping?** Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

**Do I need to order a forklift to unload or reload my freight?** No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?** CWT is an acronym for Century Weight.

**What determines how much I'm charged?** Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

**How do I calculate material handling charges?** Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?** Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

What are Light Weight shipments? All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs. and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb. minimum.

## How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40 lbs. will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

**What are Crated Materials?** Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling required.

**What are Uncrated Materials?** Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

**What is Special Handling?** Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

**What are Advanced Shipments?** All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrive by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**What are Direct Shipments?** All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

**Outbound Shipping** You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

**Equipment.** Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.

# FORKLIFTS & GROUND RIGGING

**West Virginia Auto Show**
**M127360223**

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

**DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Labor Hours

### Straight Time (ST):

Monday - Friday | 8:00AM - 5:00PM

### Overtime (OT):

Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

### Double Time (DT):

### Holidays:

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

## Step 1: Describe the work.

☐ Uncrating Materials ☐ Spotting Equipment ☐ Booth Work/Ground Rigging

 Will you need: ☐ Straps ☐ Extended Blades Weight of Heaviest Piece: \_\_\_\_\_

## Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: \_\_\_\_\_

Dismantle Date/Time: \_\_\_\_\_

## Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$162.00	\$186.30	\$208.65	
35039	OT Hourly Rental		\$190.50	\$219.05	\$245.35	
35067	DT Hourly Rental		\$516.25	\$593.70	\$664.95	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$693.95	\$798.05	\$893.80	
35049	OT Hourly Rental		\$863.15	\$992.60	\$1,111.70	
35069	DT Hourly Rental		\$1,032.50	\$1,187.40	\$1,329.90	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$867.45	\$997.55	\$1,117.25	
35456	OT Hourly Rental		\$1,078.95	\$1,240.80	\$1,389.70	
35457	DT Hourly Rental		\$1,290.60	\$1,484.20	\$1,662.30	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$1,040.95	\$1,197.10	\$1,340.75	
35066	OT Hourly Rental		\$1,294.75	\$1,488.95	\$1,667.60	
35070	DT Hourly Rental		\$1,548.70	\$1,781.00	\$1,994.70	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,387.90	\$1,596.10	\$1,787.65	
35256	OT Hourly Rental		\$1,726.30	\$1,985.25	\$2,223.50	
35257	DT Hourly Rental		\$2,064.95	\$2,374.70	\$2,659.65	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$520.45	\$598.50	\$670.30	
35594	OT Hourly Rental		\$647.35	\$744.45	\$833.80	
35595	DT Hourly Rental		\$774.35	\$890.50	\$997.35	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68003	Scissor Lift, ST		\$239.15	\$275.00	\$308.00	
68004	Scissor Lift, OT		\$374.00	\$430.00	\$481.60	

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$173.81	\$199.90	\$223.90	
35086	OT Hourly Rental		\$260.72	\$299.85	\$335.85	
35099	DT Hourly Rental		\$347.63	\$399.75	\$447.70	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$139.05	\$159.90	\$179.10	
35100	OT Hourly Rental		\$208.58	\$239.85	\$268.65	
35101	DT Hourly Rental		\$278.10	\$319.80	\$358.20	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_


 Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

## PORTER SERVICE

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

**ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

**Porter Service**

Includes emptying wastebaskets within the booth every two hours during the show.

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.70	\$0.80	\$0.90	
47031	Daily Porter		\$2.75	\$3.15	\$3.55	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

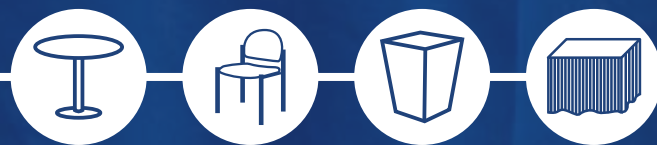
CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.  
**With Shepard, You Can.**

# TABLES

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## UNSKIRTED



**Display Table**  
#50040  
4' x 24" x 30"  
Unskirted



**Display Table**  
#50041  
4' x 24" x 42"  
Unskirted



**Display Table**  
#50044  
6' x 24" x 30"  
Unskirted



**Display Table**  
#50045  
6' x 24" x 42"  
Unskirted



**Display Table**  
#50048  
8' x 24" x 30"  
Unskirted



**Display Table**  
#50049  
8' x 24" x 42"  
Unskirted

## SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



**Display Table**  
#50042  
4' x 24" x 30"  
Skirted



**Display Table**  
#50043  
4' x 24" x 42"  
Skirted



**Display Table**  
#50046  
6' x 24" x 30"  
Skirted



**Display Table**  
#50047  
6' x 24" x 42"  
Skirted



**Display Table**  
#50050  
8' x 24" x 30"  
Skirted



**Display Table**  
#50051  
8' x 24" x 42"  
Skirted

## PEDESTAL & SIDE



**30" Natural Pedestal Table**  
#50706  
30" x 36"  
Natural Feel Pedestal Table, Maple Top, Black Base



**42" Natural Pedestal Table**  
#50707  
42" x 36"  
Natural Feel Pedestal Table, Maple Top, Black Base



**30" Pedestal Table**  
#50032  
30" x 36"  
Pedestal Table, Grey Fleck Top, Chrome Base



**42" Pedestal Table**  
#51089  
42" x 36"  
Round High Pedestal Table, Grey Fleck Top, Chrome Base



**Round Side Table**  
#50030  
18" x 24"



**Square Side Table**  
#50031  
18" x 18" x 24"

# CHAIRS

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## STOOLS & CHAIRS WITH ARMS

---



**Director's Stool**  
#51090  
Black Fabric,  
Maple Wood



**Natural Feel Stool**  
#50705  
Light Maple Back,  
Black Fabric Seat



**Padded Stool**  
#50024  
Padded Stool with  
Back, Grey Fabric



**Director's Chair**  
#51086  
Black Fabric,  
Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair,  
Grey Fabric

## CHAIRS WITHOUT ARMS

---



**Natural Feel Chair**  
#50704  
Light Maple Back,  
Black Fabric Seat



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair,  
Grey Fabric

# DISPLAYS

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## FOR HANGING



**Bag Rack**  
#50175  
9" x 12" x 71"  
Adjustable Heights



**Coat Rack**  
#50092  
2" x 22" x 69"  
Silver



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



**2' x 8' Grid with Legs**  
#50236  
2' x 8'  
Chrome  
Also Available Without  
Legs (#50237)



**3.5' x 8' Slatwall**  
#66147  
3.5' x 8'  
Grey



**8' x 4' & 4' x 8' Peg Board**  
# 66148 (horz)  
8' x 4'  
  
#66149 (vert)  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



**7-Ball Waterfall Grid Attachment**  
#50242  
Silver  
Also Available for Slat  
Wall #50243

## UPRIGHT, CROSSBARS & DRAPERY



**8' High Upright with Base**  
#50088  
Crossbar rented  
separately



**6' - 10' Crossbar**  
#50349  
1 1/4" D



**7' - 12' Crossbar**  
#50348  
1 1/4" D



**3' High Drape**  
#50074



**8' High Drape**  
#50073

## SHELVING



**4' x 12" Display Shelf**  
#50296  
4' x 12"  
White Shelf with Black  
Bases



**6' x 12" Display Shelf**  
#50297  
6' x 12"  
White Shelf with Black  
Bases



**Tensa Barrier Stanchion**  
#50427  
Barrier with Black Belt  
Barrier 13" x 41"  
Black Belt 117"  
Rented individually,  
not a set

## BARRIER

# DISPLAYS & SHOWCASES

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## FOR SIGNS & LITERATURE



**Horizontal Tackboard**  
#50060  
4' x 8'  
Black Legs, Grey Fabric



**Vertical Tackboard**  
#50061  
8' x 4'  
Black Legs, Grey Fabric



**Literature Rack**  
#50245  
16" x 10" x 59"



**Chrome Sign Holder**  
#50095  
Holds 22" x 28" Sign



**Floor Easel**  
#50094  
31" x 31" x 64"

## OTHER



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#50185



**Sand Bag**  
#51087

## SHOW CASES



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# FLOORING

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

## PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

## PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

## VINYL - CUSTOM ORDER ONLY



Rosemary  
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

# SKIRT & DRAPE

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## SKIRT

---



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

## SKIRT - SPANDEX

---



Red



Blue



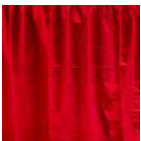
White



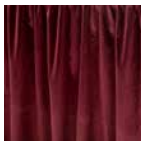
Black

## DRAPE

---



Red



Burgundy



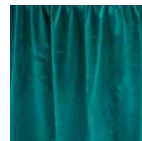
Gold



Green



Blue



Teal



White



Grey



Black

## STANDARD FURNISHINGS

West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

## ONLINE &amp; DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

## Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.

COLORS: Red (01), Green (02), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10), Teal (13) · Spandex: Red (01), White (03), Blue (05), Black (06)

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$188.20	\$216.45	\$242.40	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$231.30	\$266.00	\$297.90	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$293.30	\$337.30	\$377.80	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$228.80	\$263.10	\$294.65	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$293.00	\$336.95	\$377.40	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$344.70	\$396.40	\$443.95	
50052	4th Side Skirt for 30" High Table			\$114.40	\$131.55	\$147.35	
50171	4th Side Skirt for 42" High Table			\$114.40	\$131.55	\$147.35	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$127.80	\$146.95	\$164.60	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$152.40	\$175.25	\$196.30	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$179.70	\$206.65	\$231.45	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$143.80	\$165.35	\$185.20	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$179.70	\$206.65	\$231.45	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$200.50	\$230.55	\$258.20	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$321.90	\$370.20	\$414.60	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$300.95	\$346.10	\$387.65	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$151.50	\$174.20	\$195.10	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$151.50	\$174.20	\$195.10	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$393.80	\$452.85	\$507.20	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$410.50	\$472.10	\$528.75	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$326.80	\$375.80	\$420.90	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$326.80	\$375.80	\$420.90	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$326.80	\$375.80	\$420.90	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$326.80	\$375.80	\$420.90	

## Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$116.45	\$133.90	\$149.95	
50021	Arm Chair Grey Fabric		n/a	\$158.90	\$182.75	\$204.70	
50024	Stool with Back Grey Fabric		n/a	\$193.50	\$222.50	\$249.20	
51086	Director's Chair Black Fabric		n/a	\$120.20	\$138.25	\$154.85	
51090	Director's Stool Black Fabric		n/a	\$215.10	\$247.35	\$277.05	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$234.60	\$269.80	\$302.20	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$192.65	\$221.55	\$248.15	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 7.00%

AMOUNT DUE \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# SPECIALTY, DISPLAYS & DRAPERY

**West Virginia Auto Show**
**M127360223**

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

## ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$64.50	\$74.15	\$83.05	
50245	Literature Rack Silver, Glass		n/a	\$237.95	\$273.65	\$306.50	
50175	Bag Rack, Chrome		n/a	\$315.10	\$362.35	\$405.85	
50092	Coat Rack, Chrome		n/a	\$111.90	\$128.70	\$144.15	
50093	Garment Rack, Chrome		n/a	\$315.10	\$362.35	\$405.85	
50427	Tensabarrier, Per Stem, Black		n/a	\$132.90	\$152.85	\$171.20	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$146.75	\$168.75	\$189.00	
50185	Drawing Bowl, Clear		n/a	\$59.15	\$68.00	\$76.15	
50296	4' x 12" Display Riser White and Black		n/a	\$133.10	\$153.05	\$171.40	
50297	6' x 12" Display Riser White and Black		n/a	\$165.60	\$190.45	\$213.30	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$502.55	\$577.95	\$647.30	
50067	4' Full View Showcase, White		n/a	\$1,187.45	\$1,365.55	\$1,529.40	
50068	6' Full View Showcase, White		n/a	\$1,309.60	\$1,506.05	\$1,686.80	
50069	4' Quarter View Showcase, White		n/a	\$1,187.45	\$1,365.55	\$1,529.40	
50070	6' Quarter View Showcase, White		n/a	\$1,309.60	\$1,506.05	\$1,686.80	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$384.55	\$442.25	\$495.30	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$384.55	\$442.25	\$495.30	
50236	Grids 2' x 8' with Legs, Each		n/a	\$284.05	\$326.65	\$365.85	
50237	Grid 2' x 8' without Legs, Each		n/a	\$212.70	\$244.60	\$273.95	
50242	7-Ball Waterfall for Grids		n/a	\$19.55	\$22.50	\$25.20	
50104	6" Hooks (12) for Peg Boards		n/a	\$57.80	\$66.45	\$74.40	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$30.20	\$34.75	\$38.90	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$22.40	\$25.75	\$28.85	
50088	8' Upright with Base		n/a	\$41.65	\$47.90	\$53.65	
52065	3' Upright with Base		n/a	\$41.65	\$47.90	\$53.65	
50349	6'-10' Crossbar		n/a	\$27.65	\$31.80	\$35.60	
50348	7'-12' Crossbar		n/a	\$27.65	\$31.80	\$35.60	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$25.80	\$29.65	\$33.20	

**DRAPERY COLORS:** Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_


 Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

## FLOORING

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

**ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023**  
**PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* TUESDAY, JANUARY 3, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	<b>Expo Carpet - 13 oz.</b> (Regular & Speical Cut) <b>10' x 10'</b>			\$321.55	\$369.80	\$414.20	
50256	<b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>10' x 20'</b>			\$600.00	\$690.00	\$772.80	
50257	<b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>10' x 30'</b>			\$894.90	\$1,029.15	\$1,152.65	
50258	<b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>10' x 40'</b>			\$1,189.85	\$1,368.35	\$1,532.55	
50400	<b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>10' x 15'</b>		Tuxedo ONLY	\$562.70	\$647.10	\$724.75	

**RECOMMENDED FOR: Standard Size and Inline Booths** AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	<b>Special Cut 0-399 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$6.20	\$7.15	\$8.00	
50581	<b>Special Cut 400-900 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.70	\$6.55	\$7.35	
50582	<b>Special Cut 900+ Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.15	\$5.90	\$6.60	

**RECOMMENDED FOR: Island and Large Area Exhibits** AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Order Special Cut when it is important that dye lots match.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	<b>1/2" Padding</b>		n/a	\$1.70	\$1.95	\$2.20	
50008	<b>1" Padding</b>		n/a	\$3.20	\$3.70	\$4.15	
50010	<b>Visqueen</b>		n/a	\$0.40	\$0.45	\$0.50	

ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

**Interested in Elevated Hardwood?** Contact us for a quote at: [exhibits@shepardes.com](mailto:exhibits@shepardes.com).

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# ELEVATE YOUR EXHIBIT

## With Shepard, You Can.

### What are *your* exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

- ☐ Bring your brand to life
- ☐ Attract attention
- ☐ Generate traffic
- ☐ Create an engaging experience
- ☐ Make exhibiting easy



### High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication** for a signature look & feel
- **Custom Rental** for ultimate flexibility
- **Fabric Panels** for maximum ease



### Offering innovative exhibit frameworks...and more!

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics



### Why Shepard?

- **Complimentary consultation:**  
We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service:**  
Fast, courteous, thoughtful—Shepard's there for you
- **Smart, strategic solutions:**  
Shepard delivers exhibits that engage your audiences

# INLINE BOOTH RENTALS

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

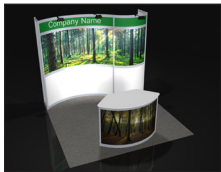
### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, JANUARY 3, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

## Turnkey Rental Designs Make Exhibiting Easier!

**Carpet and Electricity not included.** Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

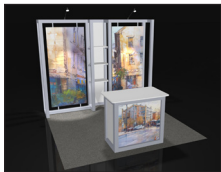
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



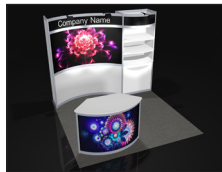
The Eddie



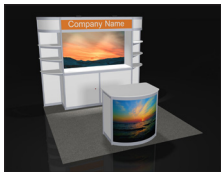
The Jonathon



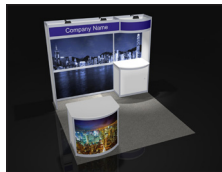
The Pierce



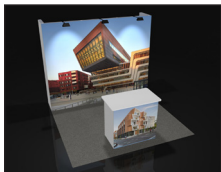
The Madison



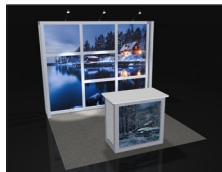
The Grant



The Harrison



The Hamilton



The Lucy

### Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,574.00	\$5,260.10	\$5,891.30	
66471	The Eddie - 10' x 20'		\$7,448.35	\$8,565.60	\$9,593.45	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,190.90	\$3,669.55	\$4,109.90	
66475	The Jonathon - 10' x 20'		\$5,585.40	\$6,423.20	\$7,194.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,957.95	\$4,551.65	\$5,097.85	
66478	The Pierce - 10' x 20'		\$7,515.05	\$8,642.30	\$9,679.40	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,799.70	\$5,519.65	\$6,182.00	
66485	The Madison - 10' x 20'		\$5,688.50	\$6,541.75	\$7,326.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$5,066.20	\$5,826.15	\$6,525.30	
66487	The Grant - 10' x 20'		\$7,021.75	\$8,075.00	\$9,044.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,657.50	\$5,356.15	\$5,998.90	
66493	The Harrison - 10' x 20'		\$6,843.90	\$7,870.50	\$8,814.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,245.45	\$3,732.25	\$4,180.10	
66468	The Hamilton - 10' x 20'		\$5,685.70	\$6,538.55	\$7,323.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,933.15	\$3,373.10	\$3,777.85	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

# FABEX BOOTH RENTALS

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, JANUARY 3, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

**Carpet is not included.** Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

**Please contact an Exhibit Team member with any questions.**



FX21



FX2H1



FX22



FX2H2

### 10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$3,016.10	\$3,468.50	\$3,884.70	
66561	10' x 10' Booth with Header (FX2H1)		\$3,690.50	\$4,244.05	\$4,753.35	

#### GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

### 10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$5,227.85	\$6,012.05	\$6,733.50	
66567	10' x 20' Booth with Header (FX2H2)		\$5,831.15	\$6,705.80	\$7,510.50	

#### GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)

# FABEX BACKLIT BOOTH RENTALS

**West Virginia Auto Show**

**M127360223**

Charleston Coliseum & Convention Center | Charleston, WV

February 2 - 5, 2023

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, JANUARY 3, 2023**

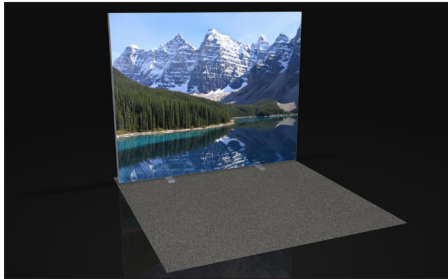
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

## Freestanding 8' High Backlit Backwalls with Full Color Graphics

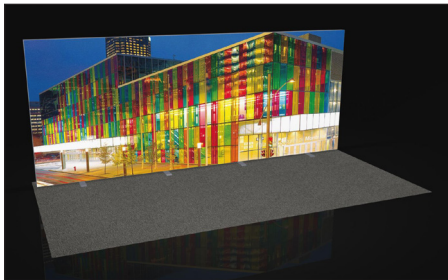
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

**Please contact an Exhibit Team member with any questions.**



FX11



FX12



FX13

## Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	<b>8' x 10' Backlit Backwall with Graphics (FX11)</b> <i>Graphic Size: 2992mm x 2436mm</i>		\$3,041.30	\$3,497.50	\$3,917.20	
66565	<b>8' x 20' Backlit Backwall with Graphics (FX12)</b> <i>Graphic Size: 5992mm x 2436mm</i>		\$4,700.05	\$5,405.05	\$6,053.65	
66566	<b>8' x 30' Backlit Backwall with Graphics (FX13)</b> <i>Graphic Size: 8992mm x 2436mm</i>		\$6,358.85	\$7,312.70	\$8,190.20	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> <i>(All tax rates are subject to change)</i>	7.00%
<b>AMOUNT DUE</b>	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)

# HANGING SIGN LABEL

## West Virginia Auto Show

Charleston Coliseum & Convention Center | Charleston, WV

February 2 - 5, 2023


M127360223

Print at least one shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

**If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the shipping address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.**

HANGING  
SIGNS

RUSH



## HANGING SIGN

TO:

---

(Exhibiting Company Name)

---

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
Charleston Coliseum &  
Convention Center 200 Civic  
Center Drive  
Charleston, WV 25301**

FOR:  
**West Virginia Auto Show**

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**MUST NOT BE DELIVERED PRIOR TO:**  
Wednesday, February 1, 2023 | 8:00AM

# STRUCTURAL INTEGRITY STATEMENT

**West Virginia Auto Show**

**M127360223**

Charleston Coliseum & Convention Center | Charleston, WV

February 2 - 5, 2023

**ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

**This form must be completed for all suspended structures.** Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**Charleston Coliseum & Convention Center**

**200 Civic Center Drive**

**Charleston, WV 25301**

**SHEPARD EXPOSITION SERVICES**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on-site at the exhibitor's expense.

EXHIBITING COMPANY NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AUTHORIZED NAME (printed): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISPLAY HOUSE/BUILDER (if applicable): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AUTHORIZED NAME (printed): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Email completed form to: [clientservices@shepardes.com](mailto:clientservices@shepardes.com)



# HANGING SIGNS 101

## THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

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.

### Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, January 25, 2023**

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.

# HANG SIGN ASSEMBLY/DISASSEMBLY

**West Virginia Auto Show**
**M127360223**

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

## ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

### Step 1. Tell us about your hanging sign.

**TYPE:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: \_\_\_\_\_

**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: \_\_\_\_\_

**WEIGHT:** \_\_\_\_\_

### Step 2. Order assembly/disassembly labor.

Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

#### Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$97.81	\$112.50	\$126.00	
69151	OT		\$141.88	\$163.15	\$182.75	
69152	DT		\$195.63	\$224.95	\$251.95	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$97.81	\$112.50	\$126.00	
69154	OT		\$141.88	\$163.15	\$182.75	
69155	DT		\$195.63	\$224.95	\$251.95	

REQUESTED DATE OF ASSEMBLY: \_\_\_\_\_

REQUESTED START TIME: \_\_\_\_\_

HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

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

#### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_


 Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

#### Important Information

This order form is for sign assembly/disassembly only. You will need to order rigging via the appropriate party. If Shepard is responsible for the rigging of signs, please complete the following form. If another party is handling the rigging, please order services via their forms or website.

**Requested labor times are subject to availability and are not confirmed.** Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at [overheadrigging@shepardes.com](mailto:overheadrigging@shepardes.com) with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

#### Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$127.16	\$146.25	\$163.80	
69191	OT		\$184.44	\$212.10	\$237.55	
69192	DT		\$254.31	\$292.45	\$327.55	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$127.16	\$146.25	\$163.80	
69194	OT		\$184.44	\$212.10	\$237.55	
69195	DT		\$254.31	\$292.45	\$327.55	

REQUESTED DATE OF ASSEMBLY: \_\_\_\_\_

REQUESTED START TIME: \_\_\_\_\_

HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

# OVERHEAD RIGGING LABOR

**West Virginia Auto Show****M127360223**

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

**ONLINE & DISCOUNT DEADLINE: \*THURSDAY, JANUARY 12, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

## Labor Hours

**Straight Time (ST):**

Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):**

Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):**

Holidays

**Holidays:**

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

## Important Information

**This order form is for overhead rigging only.** You will need to order sign assembly/disassembly via the previous form.

**Requested labor times are subject to availability and are not confirmed.** Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at [overheadrigging@shepardes.com](mailto:overheadrigging@shepardes.com) with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

## Step 1. Tell us about your hanging sign.

**TYPE:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal☐ Other: \_\_\_\_\_**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle☐ Other: \_\_\_\_\_**WEIGHT:** \_\_\_\_\_

## Step 2. 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.

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

OVERHEAD RIGGING INSTALLATION & REMOVAL						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL
69156	Rigging Install		\$776.25	\$892.70	\$999.80	
69157	Rigging Removal		\$776.25	\$892.70	\$999.80	

REQUESTED DATE OF INSTALL: \_\_\_\_\_ REQUESTED START TIME: \_\_\_\_\_

REQUESTED DATE OF REMOVAL: \_\_\_\_\_ REQUESTED START TIME: \_\_\_\_\_

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# OVERHEAD RIGGING EQUIPMENT

West Virginia Auto Show

M127360223

Charleston Coliseum & Convention Center | Charleston, WV

February 2 - 5, 2023

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, JANUARY 3, 2023**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

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

Truss\*\*

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
69038	12" Silver Corner Block		\$96.00	\$110.40	\$123.65	
6903806	12" Black Corner Block		\$96.00	\$110.40	\$123.65	
70067	Design Fee (Hourly)		\$192.00	\$220.80	\$247.30	

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

Truss Details

QTY: \_\_\_\_\_ SIZE: \_\_\_\_\_

Motors

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$544.10	\$625.70	\$700.80	
69016	Half Ton Hoist/Chain Motor		\$480.10	\$552.10	\$618.35	
69019	Rotating Motor 500 LB Limit		\$512.05	\$588.85	\$659.50	
69020	Rotating Motor 200 LB Limit		\$288.05	\$331.25	\$371.00	

☐ 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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# LABOR RULES & REGULATIONS

## Maryland/DC Area

### LABOR

Maryland is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are not allowed for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

### MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

### GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

# EXHIBITOR SUPERVISED LABOR

## West Virginia Auto Show

M127360223

Charleston Coliseum &amp; Convention Center | Charleston, WV

February 2 - 5, 2023

### ONLINE & DISCOUNT DEADLINE:\* THURSDAY, JANUARY 12, 2023

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

#### Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$78.25	\$90.00	\$100.80	
68061	OT	\$113.50	\$130.50	\$146.15	
68062	DT	\$156.50	\$179.95	\$201.55	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$78.25	\$90.00	\$100.80	
68064	OT	\$113.50	\$130.50	\$146.15	
68065	DT	\$156.50	\$179.95	\$201.55	

\*\* When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

#### Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

#### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

#### Step 3. How many hours?\*\*\*

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

#### Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

#### Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: \_\_\_\_\_

ADDITIONAL DETAILS: \_\_\_\_\_

#### Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

DISMANTLE REQUEST DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

#### Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: \_\_\_\_\_

ON-SITE CONTACT PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# EXHIBITOR SERVICES FORM UTILITY SERVICE ORDER FORM

Charleston Coliseum &  
Convention Center  
200 Civic Center Drive  
Charleston, WV 25301  
chaswvccc.com



Orders can be sent by email to: [info@charlestonwvciviccenter.com](mailto:info@charlestonwvciviccenter.com)

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	
Credit Card Number		
Expiration Date	Security Code	

Advance orders must be submitted with payment seven (7) business days prior to move-in.

Orders placed at service desk must be paid in full at time of order.

Credit card orders are subject to a 3% processing fee.

Equipment is subject to availability. Prices are subject to change without notice.

## IMPORTANT CONDITIONS & REGULATIONS

- Use care in ordering power & know the requirements of your equipment. Additional charges will be made for changes or additions at move-in.
- Labor for electrical work must be handled by facility technicians.
- All equipment, regardless of power source, must comply with federal, state and local safety codes. The Charleston Coliseum & Convention Center reserves the right to refuse electrical connections based on safety.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- All material and equipment furnished by the facility for this service shall remain the property of the Charleston Coliseum & Convention Center and must be returned in the same condition that it was issued. Damaged materials will be billed to the authorized credit card at prevailing rates.
- All exhibitor cords must be the 3-wired grounded type. All exposed non-current carrying metal parts of fixed equipment which are likely to be energized must be grounded.
- Wall, column & permanent utility outlets are not a part of booth space and are not to be used by exhibitors.
- Electrical power will be turned on one hour prior to show opening and will be turned off one half hour after conclusion of show. 24-hour service available upon request at 1.5 times the rate.
- All booths are subject to inspection.

If you prefer to pay by check, please complete this order form and submit to the address below.  
**Charleston Coliseum & Convention Center | 200 Civic Center Drive | Charleston, WV 25301**

# EXHIBITOR SERVICES FORM UTILITY SERVICE ORDER FORM

Charleston Coliseum &  
Convention Center  
200 Civic Center Drive  
Charleston, WV 25301  
chaswvccc.com



QTY	ITEM DESCRIPTION	AVDANCE COST	FLOOR COST	TOTAL AMOUNT
<b>ELECTRICAL</b>				
*Prices include hook-up and disconnect of customers cable.				
	120 volt 20 amp single phase	\$40.00	\$55.00	
	120 volt 30 amp single phase	\$50.00	\$60.00	
	208 volt 20 amp single phase	\$60.00	\$75.00	
	208 volt 30 amp single phase	\$70.00	\$80.00	
	208 volt 30 amp three phase	\$150.00	\$175.00	
	208 volt 50 amp three phase	\$175.00	\$200.00	
	Power Strip (power not included)	\$20.00	\$30.00	
	Extension Cord – up to 25' (power not included)	\$20.00	\$25.00	
	150 Watt Floodlight (includes power & pole)	\$20.00	\$25.00	
	Uplighting (each)	\$20.00	-	
	Follow Spotlight	\$60.00	\$75.00	
<b>ADDITIONAL SERVICES</b>				
	Water – Up to 1,000 Gallons	\$70.00	\$125.00	
	Compressed Air – 90-100 psi)	\$40.00	\$150.00	
			<b>TOTAL ORDER</b>	
			<b>7% WV SALES TAX</b>	
			<b>TOTAL AMOUNT DUE</b>	

If you prefer to pay by check, please complete this order form and submit to the address below.  
Charleston Coliseum & Convention Center | 200 Civic Center Drive | Charleston, WV 25301

# EXHIBITOR SERVICES FORM WIRELESS & WIRED SERVICE ORDER FORM

Charleston Coliseum &  
Convention Center  
200 Civic Center Drive  
Charleston, WV 25301  
chaswvccc.com



Orders can be sent by email to: [info@charlestonwvciviccenter.com](mailto:info@charlestonwvciviccenter.com)

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	
Credit Card Number		
Expiration Date	Security Code	

Advance orders must be submitted with payment seven (7) business days prior to move-in.

Orders placed at service desk must be paid in full at time of order.

Credit card orders are subject to a 3% processing fee.

Equipment is subject to availability. Prices are subject to change without notice.

## IMPORTANT CONDITIONS & REGULATIONS

- No servers/routers of any kind are permitted on the Charleston Coliseum & Convention Center network without permission from building management.
- The facility is not responsible for any level fluctuations or circuit failure due to ISP conditions.
- Customer is responsible for returning all equipment issued by or rented from the facility in same condition it was issued. Lost, stolen or damaged equipment will be charged to the customers authorized credit card at prevailing rates.
- Payment must accompany all service orders.
- For additional information please contact our Technical Services Coordinator at: 304-345-1500 Ext. 223

If you prefer to pay by check, please complete this order form and submit to the address below.  
**Charleston Coliseum & Convention Center | 200 Civic Center Drive | Charleston, WV 25301**

# EXHIBITOR

## SERVICES FORM

### WIRELESS & WIRED SERVICE ORDER FORM

Charleston Coliseum &  
Convention Center  
200 Civic Center Drive  
Charleston, WV 25301  
chaswvccc.com



QTY	ITEM DESCRIPTION	ADVANCE COST	FLOOR COST	TOTAL AMOUNT
<b>PHONE LINE SERVICES</b>				
	Phone Line	\$150.00		
	Conference Phone w/ Line	\$225.00		
<b>WIRELESS &amp; WIRED SERVICES</b>				
	Wired Internet (1.5mg)	\$125.00		
	Group Internet	*Call for quote		
<b>PODIUMS</b>				
	Acrylic Podium			
	Standard Podium			
<b>WIRELESS MICROPHONE</b>				
	Lavalier Microphone	\$50.00		
	Wireless Microphone – Handheld	\$50.00		
<b>OTHER SERVICES</b>				
	Cable TV Connection	\$100.00		
	Portable PA System	\$50.00		
	Dedicated Technician (per hr.)	\$45.00		
			<b>TOTAL ORDER</b>	
			<b>7% WV SALES TAX</b>	
			<b>TOTAL AMOUNT DUE</b>	

If you prefer to pay by check, please complete this order form and submit to the address below.  
Charleston Coliseum & Convention Center | 200 Civic Center Drive | Charleston, WV 25301