

# Shepard

## EXHIBITOR SERVICE MANUAL



### **AFCEA Atlanta Homeland Security Conference**

Atlanta Convention Center At Americasmart | Atlanta, GA  
November 6 - 7, 2024

**G110371124**



# SHOW INFORMATION

## AFCEA Atlanta Homeland Security Conference

G110371124

Atlanta Convention Center At AmericasMart | Atlanta, GA  
November 6 - 7, 2024

### 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 - Blue
- 2 Side Chairs
- 1 Wastebasket

### Show Colors

Show Drape Color(s): Blue, White

Aisle Carpet Color: Facility is carpeted

### Exhibit Show Schedule

#### GENERAL EXHIBITOR MOVE-IN

Tuesday, November 5, 2024 · 2:00PM to 5:00PM

#### EXHIBIT HOURS

Wednesday, November 6, 2024 · 9:00AM to 5:00PM

Thursday, November 7, 2024 · 9:00AM to 4:00PM

#### EXHIBITOR MOVE OUT

Thursday, November 7, 2024 · 4:00PM to 6:00PM

#### FREIGHT REROUTE BEGINS\*

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

Thursday, November 7, 2024 | 6:00PM

### IMPORTANT DEADLINES

#### Discount Price Deadline for Custom Shepard Rentals

Monday, October 7, 2024

#### Exhibitor Appointed Contractor Notification Deadline

Monday, October 7, 2024

#### First Day for Warehouse Deliveries Without a Surcharge

Monday, October 7, 2024

#### Discount Price Deadline for Standard Shepard Orders

Wednesday, October 16, 2024

#### Last Day for Warehouse Deliveries Without a Surcharge

Tuesday, October 29, 2024

#### Last Day for Warehouse Deliveries\*

Friday, November 1, 2024

\* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

### Shipping Addresses

#### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*  
AFCEA Atlanta Homeland Security Conference  
c/o Shepard Exposition Services  
1790 Marietta Blvd  
Atlanta, GA 30318

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

#### DIRECT TO SHOW SITE SHIPMENT ADDRESS

Please note! Direct to showsite shipping is prohibited for this event. All shipments must be sent to the advanced warehouse prior to the event.



# INFORMATION

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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)*

Tuesday, November 5, 2024 · 2:00PM to 5:00PM  
Wednesday, November 6, 2024 · 9:00AM to 5:00PM  
Thursday, November 7, 2024 · 9:00AM to 6:00PM

### Exhibitor Move Out

Thursday, November 7, 2024 · 4:00PM to 6:00PM

### Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the show closes. All exhibitor materials must be removed from the facility by **Thursday, November 7, 2024 | 6:00PM.**

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 **Thursday, November 7, 2024 | 6:00PM.**

### Post Show Paperwork & Labels

Our Exhibitor 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 Exhibitor 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

Atlanta Convention Center At Americasmart  
240 Peachtree Street, NW, Suite 2200  
Atlanta, GA 30303

# SHOW MANAGEMENT FORMS AND IMPORTANT INFORMATION

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[Atlanta Convention Center Event Guide](#)

# UTILITY & ANCILLARY VENDORS

**AFCEA Atlanta Homeland Security Conference**

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## **ELECTRICAL SERVICES**

[Atlanta Convention Center](#)

## **INTERNET/WIFI**

[Atlanta Convention Center](#)



# MOVE OUT NOTICE

## AFCEA Atlanta Homeland Security Conference

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Atlanta Convention Center At Americasmart | Atlanta, GA

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### AFCEA Atlanta Homeland Security Conference Move Out Notice

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The AFCEA Atlanta Homeland Security Conference will end at 4:00PM, on Thursday, November 7, 2024. Please don't pack up your booth before 4:00PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

**Returning Empty Containers:** Once the show closes Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

#### Exhibitor Move Out Schedule:

Thursday, November 7, 2024 · 4:00PM to 6:00PM

**Outbound Paperwork Requirements:** To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

**Show Carrier:** Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

**Outside Carriers:** To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than Thursday, November 7, 2024 | 6:00PM. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Thursday, November 7, 2024 | 6:00PM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

**Reroute Schedule:** If you're still in the venue after Thursday, November 7, 2024 | 6:00PM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

**Abandoned Items:** Any items or equipment left in booths without shipping labels after Thursday, November 7, 2024 | 6:00PM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

#### Pick Up Location:

Atlanta Convention Center At Americasmart  
240 Peachtree Street, NW, Suite 2200  
Atlanta, GA 30303

# ONLINE ORDERING

## IT'S EASY.


### AFCEA Atlanta Homeland Security Conference


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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 = **AFCEA24**
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 [parse@shepardes.com](mailto:parse@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

[Let's do this!](#)



# METHOD OF PAYMENT

## AFCEA Atlanta Homeland Security Conference

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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.

Log in 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: Wednesday, October 16, 2024** All paid orders placed online prior to the deadline date.

**Discount Deadline: Wednesday, October 16, 2024** 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.

#### Checks:

1. Checks can be mailed to: Accounts Receivable - 1778 Marietta Blvd, Atlanta, GA 30318

#### Wire Transfers:

1. Wire Transfers can be sent to bank information listed below.

2. **Important!** After your wire transfer has been sent, please send an email to [ar-es@shepardes.com](mailto:ar-es@shepardes.com) to confirm and include your show name, event code and your booth number. Unidentified payments can result in funds not being assigned to your account.

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: **AFCEA Atlanta Homeland Security Conference**

EVENT CODE: **G110371124**

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

|   |                                 |                                |   |
|---|---------------------------------|--------------------------------|---|
| Account Name:<br>Shepard Exposition Services, Inc.    | Routing Number:<br>041000124    | SWIFT CODE (US):<br>PNCCUS33   | For Checks: Please include the show name, event code and your booth number on the check.<br>For Wires: Please send payment sent confirmation email to <a href="mailto:ar-es@shepardes.com">ar-es@shepardes.com</a> that includes the show name, event code and your booth number. |
| Bank Name:<br>PNC Bank N.A., Pittsburgh, PA 15219 USA | Account Number:<br>42-6061-9772 | SWIFT CODE (INTL):<br>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

## AFCEA Atlanta Homeland Security Conference

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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 canceled 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, please see our Exhibitor Service representatives at the service desk on-site. Shepard Exposition Services does not accept cash payments.

**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)

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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 canceled 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."



# THIRD PARTY PAYMENT

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**DEADLINE: MONDAY, OCTOBER 7, 2024**

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: \_\_\_\_\_

SIGNATURE FROM THIRD PARTY COMPANY: \_\_\_\_\_

### 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.



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

[shepardes.com](https://www.shepardes.com)



# EXHIBITOR APPOINTED CONTRACTOR (EAC)

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**DEADLINE: MONDAY, OCTOBER 7, 2024**

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: \_\_\_\_\_

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

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. Certificates of Insurance are to be uploaded [here](#). 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 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 an additionally insured for the time period of the event, including move-in and move out days. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services. Certificates of Insurance are to be uploaded [here](#). If you need to order insurance, please click [here](#).

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.**



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

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



# 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.



# SHEPARD LOGISTICS

## EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.  
**With Shepard Logistics, You Can.**

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



### **Inbound & Outbound Services**

- Standard ground
- 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services

### **Material Handling**



- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



### **Value-Added Services**

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance



# SHEPARD LOGISTICS SERVICES (SLS)

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At AmericasMart | Atlanta, GA

November 6 - 7, 2024

## 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)

**Shipping Services do not include Material Handling fees at Show Site. Material Handling fees will be charged to the credit card on file.**

### Step 1. Complete exhibiting company information.

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

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

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

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

### Step 2. Where are we picking up the shipment?

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

STREET ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

Is there a loading dock?  Yes  No

Is the building in a residential area?  Yes  No

Contact Name at residence: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Any thing else we should know about your building?

### Step 3. When are we picking up the shipment?

DATE: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

### Step 4. Where is the shipment going?

Advanced Warehouse  Direct to Facility/Show Site

We recommend shipping to the Advance Warehouse to avoid wait times on show site.

### Step 5. What are we shipping?

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

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

### Step 6. What type of service is needed (how fast do you need it)?

Standard Ground  2nd Day Air  Expedited Ground 3-5 days  Other (Truckload, Specialized) \_\_\_\_\_

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date. Expedited Ground (3-5) and air shipping available for pre-booked and confirmed orders only.

### Step 7. After the event is over, are we shipping it back to you?

YES!  No, I will arrange another carrier.

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file. For shipments coming out of or going to Canada, we must have a Commercial Invoice and your Custom Broker's contact information before we can finalize your shipment.

DSV Fairs & Events 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 & Events, Solutions USA  
Contact: Kelly O'Neill-Exley  
Product Specialist  
Email: [kelly.oneill@dsv.com](mailto:kelly.oneill@dsv.com)  
Main Office: + 1 786 577 6750  
Mobile: +1 404 432 8835

Please contact us today  
for a free quotation.

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

## Canada

DSV Global Transport & Logistics  
2200 Yukon Court,  
Milton, ON  
L9E 1N5 Canada  
Contact: Shripad Bhandare  
Tel: +1 905 203 4576  
Mobile: +1 365 822 2333 (Faisal)  
E-mail: fairs&eventsDSVcanada@ca.dsv.com

## China

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

## Denmark

DSV Solutions A/S  
Fairs & Events  
Center Boulevard 5  
2300 Copenhagen S  
Denmark  
Contact: Lars Skovhoej  
Tel: +45 43203859  
Email: expo@dk.dsv.com

## Germany

DSV Solutions GmbH  
Fairs & Events  
Gruener Deich 1  
Hamburg 20097  
Germany  
Contact: Volker Baumann  
Tel: + 49 41652189160  
Mobile: + 49 1719793166  
Email: volker.baumann@dsv.com

## Hong Kong

DSV Fairs & Exhibitions  
13001-11W, 103-04S&106-7S, 13/F  
ATL Logistics Centre B, Berth 3  
Kwai Chung Container Terminal  
NT Hong Kong  
Contact: Sunny Ling  
Tel: + 852-2211 8205 / 8852 8205  
Mobile: + 852 9622 3280  
Email: sunny.ling@dsv.com

## Italy

DSV Solutions SRL  
Fairs and Events  
Via Dante 134  
20096 Pioltello, Milan Italy  
Contact: Marco Simone  
Tel: + 39 02 921 34036  
Mobile: + 39 342 7410283  
Email: marco.simone@dsv.com

## Japan

DSV Fairs & Events, Solutions  
Imperial Hotel Tower 16F 16A-4  
1-1-1 Uchisaiwaicho, Chiyoda-ku  
Tokyo 100-0011  
Japan  
Contact: Shingo Kobayashi  
Tel: + 81 3 4565 4569  
Mobile: + 81 80 2478 9133  
Email: JP.FE@dsv.com

## Korea

DSV Fairs & Events, Solutions  
Magok Central Tower 1 Cha, 227  
Gonghang-daero  
Gangseo-gu, Seoul,  
07802  
Korea  
Contact: Chris Lim  
Tel: + 82 2 2192 7420  
Mobile: +82 10 2800 1834  
Email: chris.lim@dsv.com

## Portugal

DSV Transitários, Lda  
Rua Abade Correia da Serra, 112  
Senhora da Hora,  
4460-208  
Portugal  
Contact: Silvia Eloi  
Tel: + 351 266 088 642  
Mobile: + 351 916 141 569  
E-mail: silvia.eloi@dsv.com

## Singapore

DSV Solutions Pte Ltd  
No.5  
Changi North Way  
5th Floor, 498771  
Singapore  
Contact: Maybelline Oun  
Tel: + 65 6500 5610  
Mobile: + +65 9655 3031  
Email: maybelline.oun@dsv.com

## Spain

DSV Fairs & Events, Solutions  
Pol. Ind. Riera del Molí  
Les Licorelles, 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 Fairs & Events, Solutions  
No. 1 Fude 1st Road  
Yingge District  
New Taipei City 239013  
Taiwan R.O.C.  
Contact: Yuan Wang  
Tel: + 886 2 2678 2345 #207  
Mobile: + 886 975 909 056  
Email: yuan.wang@dsv.com

## Turkey

DSV Fairs & Events  
Rüzgarlıbahçe Mahallesi  
Cumhuriyet Caddesi  
Acarlar İş Merkezi C Blok No:10  
34805 Beykoz İstanbul Turkey  
Contact: Tandogan Ozman  
Tel: + 90 216 680 16 00  
Mobile: + 90 533 938 04 55  
Email: tandogan.ozman@dsv.com

## 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  
Contact: Nilofer Sayeed  
Tel: + 971 4 813 1487 / 813 1210  
Mobile: + 971 56 6833914  
Email: nilofer.sayeed@dsv.com

## United Kingdom

DSV Fairs & Events, Solutions  
One Western Gateway  
Royal Victoria Dock  
London E16 1XL, United Kingdom  
Contact: Garcia Newell  
Tel: + 44 207 069 5321  
Mobile: + 44 7760 165828  
Email: garcia.newell@dsv.com

## DSV Fairs & Events, Solutions USA

Contact: Kelly O'Neill-Exley  
Product Specialist

Email: [kelly.oneill@dsv.com](mailto:kelly.oneill@dsv.com)

Main Office: + 1 786 577 6750

Mobile: +1 404 432 8835

[www.dsv.com](http://www.dsv.com)



# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**\$\$\$\$\$ SAVING TIP!**  
 Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

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.

## 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: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_

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       |        |       |        |        |

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

Is there a loading dock?  Yes  No

Is the building in a residential area?  Yes  No

Residential contact name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Do we need to go inside your office to deliver your items?  Yes  No

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 needed (how fast do you need it)?

Ground  2nd Day  Expedited Ground (3-5 Days)  Overnight For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

## 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, \$1500 minimum charge per shipment

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. For shipments going into or out of Canada, we must have the Commercial Invoice and the Custom Brokers contact information before we can finalize your shipment.



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





# ALL INCLUSIVE MATERIAL HANDLING RATES



## AFCEA Atlanta Homeland Security Conference

G110371124

Atlanta Convention Center At Americasmart | Atlanta, GA  
November 6 - 7, 2024

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

\* Discount does not apply to shipments under 100 lbs. or shipments over 10,000 lbs. and local deliveries. 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 are part, are billed as a package.

**Per Pound Material Handling Rates** All rates are per one pound. There is no minimum charge. Certified weight tickets are required on all shipments. The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of these hours may result in additional fees.

**How to Calculate Material Handling Services** Material handling, whether used completely or in part are offered as a round trip service. The weight on your certified weight ticket is the amount you will be charged X the per pound material handling rate.

### Advanced Warehouse Shipments\*\*

\*\* Single pieces over 5000 pounds, machines or uncrated items cannot be accepted at warehouse.

FIRST DAY FREIGHT CAN ARRIVE: Monday, October 7, 2024

LAST DAY FREIGHT CAN ARRIVE: Friday, November 1, 2024

| CODE  | ITEM        | WEIGHT |   | PRICE/LB. | TOTAL |
|-------|-------------|--------|---|-----------|-------|
| 35786 | Crated ONLY |        | X | \$1.85    |       |

### Other Material Handling Services

| CODE  | ITEM                                    | WEIGHT |   | 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) | 8.90%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

**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)

# ALL INCLUSIVE MATERIAL HANDLING

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.

## Special Handling Definitions

This is included in your per pound rate.

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

This is included in your per pound rate.

**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

This is included in your per pound rate.

**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

This is included in your per pound rate.

**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

This is included in your per pound rate.

**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

This is included in your per pound rate.

**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.

### 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:**

**\$150.00 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.

# ALL INCLUSIVE MATERIAL HANDLING

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?**  
(Does not apply to All Inclusive Rates)  
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.

**All Inclusive Calculation:**  
EXAMPLE: 285 lbs. = 285 x RATE = \$

**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 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?**  
(Does not apply to All Inclusive Rates)  
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 Exhibitor 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 Exhibitor Service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard Exhibitor Service representative located at the Exhibitor 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.



# BOOTH & CARPET CLEANING

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At AmericasMart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 16, 2024**

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

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.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

## Booth Vacuuming

| VACUUM ONCE |                 |         |         |         |       |
|-------------|-----------------|---------|---------|---------|-------|
| CODE        | SERVICE         | SQ. FT. | ADVANCE | REGULAR | TOTAL |
| 47050       | 0-399 sq. ft.   |         | \$0.52  | \$0.65  |       |
| 47051       | 400-900 sq. ft. |         | \$0.45  | \$0.55  |       |
| 47052       | 900+ sq. ft.    |         | \$0.45  | \$0.55  |       |

| VACUUM DAILY |                 |         |         |         |       |
|--------------|-----------------|---------|---------|---------|-------|
| CODE         | SERVICE         | SQ. FT. | ADVANCE | REGULAR | TOTAL |
| 47055        | 0-399 sq. ft.   |         | \$1.04  | \$1.30  |       |
| 47056        | 400-900 sq. ft. |         | \$0.95  | \$1.20  |       |
| 47057        | 900+ sq. ft.    |         | \$0.85  | \$1.05  |       |

## Specialty Services

| MOPPING & CARPET SHAMPOOING |                  |         |         |         |       |
|-----------------------------|------------------|---------|---------|---------|-------|
| CODE                        | SERVICE          | SQ. FT. | ADVANCE | REGULAR | TOTAL |
| 47042                       | Mop One Time     |         | \$0.65  | \$0.80  |       |
| 47022                       | Mop Daily        |         | \$1.15  | \$1.45  |       |
| 47013                       | Shampoo One Time |         | \$0.65  | \$0.80  |       |

| DISPLAY WIPE DOWN (CHARGED PER HOUR) |          |          |          |          |       |
|--------------------------------------|----------|----------|----------|----------|-------|
| CODE                                 | SERVICE  | QTY IS 1 | ADVANCE  | REGULAR  | TOTAL |
| 47043                                | One Time |          | \$138.45 | \$173.05 |       |
| 47044                                | Daily    |          | \$251.73 | \$314.65 |       |

## Porter Service

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

| PORTER SERVICE |                 |         |         |         |       |
|----------------|-----------------|---------|---------|---------|-------|
| CODE           | SERVICE         | SQ. FT. | ADVANCE | REGULAR | TOTAL |
| 47030          | One Time Porter |         | \$0.60  | \$0.75  |       |
| 47031          | Daily Porter    |         | \$1.15  | \$1.45  |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.90%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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)



# BULK WASTE REMOVAL

## AFCEA Atlanta Homeland Security Conference

G110371124

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 16, 2024**

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## Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who would like to schedule their items to be disposed of after the event can request the service below.

**This rate includes up to 1 hour of forklift labor and up to 1/4 of dumpster space.**

Abandoned floor coverings and/or displays, large or heavy amounts of trash, or otherwise left behind materials will also be charged a fee.

If your service goes over the allotted hour or requires more labor or space in the dumpster, you will be billed for those additional services on top of this fee. All related disposal fees will be added to the payment method on file.

## Waste Removal Package

| CODE  | ITEM                  | QTY | ADVANCE  | REGULAR  | TOTAL |
|-------|-----------------------|-----|----------|----------|-------|
| 47074 | Waste Removal Package |     | \$397.60 | \$497.00 |       |

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 "Standard" pricing.

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

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

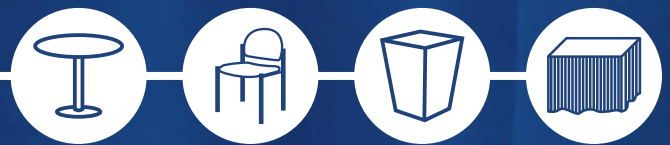
EMAIL ADDRESS: \_\_\_\_\_



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

[shepardes.com](http://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 3/4" D



**7' - 12' Crossbar**  
#50348  
1 3/4" 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

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## FOR SIGNS & LITERATURE



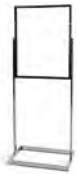
**Horizontal Tackboard**  
#50060  
4' x 8'  
Black Legs, Grey Fabric



**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



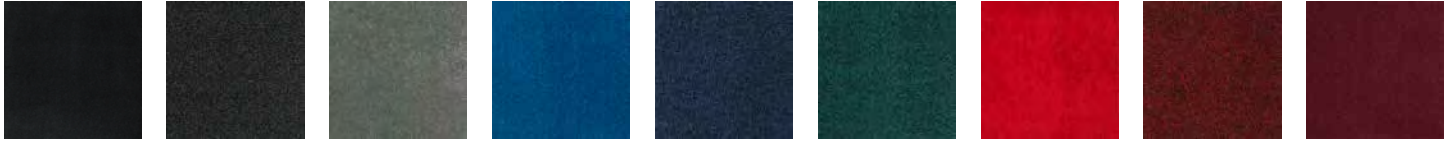
**4' Quarterview Showcase**  
#50069

**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

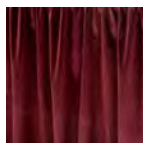
*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*

## SKIRT

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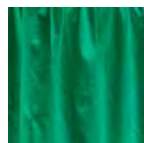
Red



Burgundy



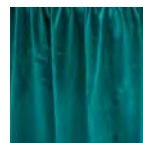
Gold



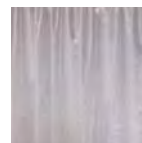
Green



Blue



Teal



White



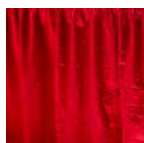
Grey



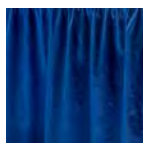
Black

## SKIRT - SPANDEX

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Red



Blue



White



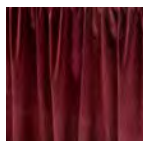
Black

## DRAPE

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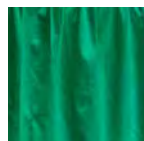
Red



Burgundy



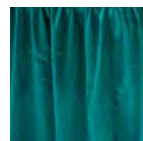
Gold



Green



Blue



Teal



White



Grey



Black





# STANDARD FURNISHINGS

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At Americasmart | Atlanta, GA

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## 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 | ADVANCE  | REGULAR  | TOTAL |
|-------|---|-----|-------|----------|----------|-------|
| 50042 | 4 (l) x 24" (w) x 30" (h) Skirted Table                 |     |       | \$175.65 | \$219.55 |       |
| 50046 | 6 (l) x 24" (w) x 30" (h) Skirted Table                 |     |       | \$215.90 | \$269.90 |       |
| 50050 | 8 (l) x 24" (w) x 30" (h) Skirted Table                 |     |       | \$273.75 | \$342.20 |       |
| 50043 | 4 (l) x 24" (w) x 42" (h) Skirted Table                 |     |       | \$213.55 | \$266.95 |       |
| 50047 | 6 (l) x 24" (w) x 42" (h) Skirted Table                 |     |       | \$273.45 | \$341.80 |       |
| 50051 | 8 (l) x 24" (w) x 42" (h) Skirted Table                 |     |       | \$321.70 | \$402.15 |       |
| 50052 | 4th Side Skirt for 30" High Table                       |     |       | \$106.80 | \$133.50 |       |
| 50171 | 4th Side Skirt for 42" High Table                       |     |       | \$106.80 | \$133.50 |       |
| 50040 | 4 (l) x 24" (w) x 30" (h) UnSkirted Table               |     | n/a   | \$119.30 | \$149.15 |       |
| 50044 | 6 (l) x 24" (w) x 30" (h) UnSkirted Table               |     | n/a   | \$142.25 | \$177.80 |       |
| 50048 | 8 (l) x 24" (w) x 30" (h) UnSkirted Table               |     | n/a   | \$167.70 | \$209.65 |       |
| 50041 | 4 (l) x 24" (w) x 42" (h) UnSkirted Table               |     | n/a   | \$134.25 | \$167.80 |       |
| 50045 | 6 (l) 24" x (w) x 42" (h) UnSkirted Table               |     | n/a   | \$167.70 | \$209.65 |       |
| 50049 | 8 (l) x 24" (w) x 42" (h) UnSkirted Table               |     | n/a   | \$187.15 | \$233.95 |       |
| 51089 | 42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top    |     | n/a   | \$268.80 | \$336.00 |       |
| 50032 | 30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top    |     | n/a   | \$268.80 | \$336.00 |       |
| 50030 | Round Side Table - 24" (w) x 18" (h)                    |     | n/a   | \$141.40 | \$176.75 |       |
| 50031 | Square Side Table - 24" (w) x 18" (h)                   |     | n/a   | \$141.40 | \$176.75 |       |
| 50706 | 30" (h) Natural Pedestal Table, 36" Diameter, Maple Top |     | n/a   | \$367.55 | \$459.45 |       |
| 50707 | 42" (h) Natural Pedestal Table, 36" Diameter, Maple Top |     | n/a   | \$383.15 | \$478.95 |       |
| 50700 | White Fabric Table Cover w/ 6'x30" Table                |     | 03    | \$305.05 | \$381.30 |       |
| 50700 | Red Fabric Table Cover w/ 6'x30" Table                  |     | 01    | \$305.05 | \$381.30 |       |
| 50700 | Blue Fabric Table Cover w/ 6'x30" Table                 |     | 05    | \$305.05 | \$381.30 |       |
| 50700 | Black Fabric Table Cover w/ 6'x30" Table                |     | 06    | \$305.05 | \$381.30 |       |

## Seating

| CODE  | ITEM  | QTY | COLOR | ADVANCE  | REGULAR  | TOTAL |
|-------|---|-----|-------|----------|----------|-------|
| 50020 | Side Chair Grey Fabric                            |     | n/a   | \$108.70 | \$135.90 |       |
| 50021 | Arm Chair Grey Fabric                             |     | n/a   | \$148.30 | \$185.40 |       |
| 50024 | Stool with Back Grey Fabric                       |     | n/a   | \$180.60 | \$225.75 |       |
| 51086 | Director's Chair Black Fabric                     |     | n/a   | \$112.15 | \$140.20 |       |
| 51090 | Director's Stool Black Fabric                     |     | n/a   | \$200.75 | \$250.95 |       |
| 50705 | Natural Feel Stool Maple Back, Black Fabric Seat  |     | n/a   | \$218.95 | \$273.70 |       |
| 50704 | Natural Feel Chair, Maple Back, Black Fabric Seat |     | n/a   | \$179.80 | \$224.75 |       |

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) 8.90%

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

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

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

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



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



# SPECIALTY, DISPLAYS & DRAPERY

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| CODE  | ITEM                                       | QTY | COLOR | ADVANCE    | REGULAR    | TOTAL |
|-------|--|-----|-------|------------|------------|-------|
| 50091 | Wastebasket                                |     | n/a   | \$19.00    | \$23.75    |       |
| 50094 | Floor Easel, Chrome                        |     | n/a   | \$60.20    | \$75.25    |       |
| 50245 | Literature Rack Silver, Glass              |     | n/a   | \$222.10   | \$277.65   |       |
| 50175 | Bag Rack, Chrome                           |     | n/a   | \$294.10   | \$367.65   |       |
| 50092 | Coat Rack, Chrome                          |     | n/a   | \$104.45   | \$130.55   |       |
| 50093 | Garment Rack, Chrome                       |     | n/a   | \$294.10   | \$367.65   |       |
| 50427 | Tensabarrier, Per Stem, Black              |     | n/a   | \$124.05   | \$155.05   |       |
| 51087 | Sand Bag                                   |     | n/a   | \$28.00    | \$35.00    |       |
| 50095 | Sign Holder, 22" x 28" Chrome              |     | n/a   | \$137.00   | \$171.25   |       |
| 50185 | Drawing Bowl, Clear                        |     | n/a   | \$55.20    | \$69.00    |       |
| 50296 | 4' x 12" Display Riser White and Black     |     | n/a   | \$124.20   | \$155.25   |       |
| 50297 | 6' x 12" Display Riser White and Black     |     | n/a   | \$154.55   | \$193.20   |       |
| 50098 | Mini Refrigerator, Approx. 3 cubic feet    |     | n/a   | \$469.05   | \$586.30   |       |
| 50067 | 4' Full View Showcase, White               |     | n/a   | \$1,108.30 | \$1,385.40 |       |
| 50068 | 6' Full View Showcase, White               |     | n/a   | \$1,222.30 | \$1,527.90 |       |
| 50069 | 4' Quarter View Showcase, White            |     | n/a   | \$1,108.30 | \$1,385.40 |       |
| 50070 | 6' Quarter View Showcase, White            |     | n/a   | \$1,222.30 | \$1,527.90 |       |
| 50060 | 4' x 8' Horizontal Posterboard Grey Fabric |     | n/a   | \$358.90   | \$448.65   |       |
| 50061 | 4' x 8' Vertical Posterboard Grey Fabric   |     | n/a   | \$358.90   | \$448.65   |       |
| 50236 | Grids 2' x 8' with Legs, Each              |     | n/a   | \$265.10   | \$331.40   |       |
| 50237 | Grid 2' x 8' without Legs, Each            |     | n/a   | \$198.50   | \$248.15   |       |
| 50242 | 7-Ball Waterfall for Grids                 |     | n/a   | \$18.25    | \$22.80    |       |
| 50104 | 6" Hooks (12) for Peg Boards               |     | n/a   | \$58.40    | \$73.00    |       |

|       |   |  |     |         |         |  |
|-------|---|--|-----|---------|---------|--|
| 50073 | 8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) |  |     | \$28.15 | \$35.20 |  |
| 50074 | 3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) |  |     | \$20.90 | \$26.15 |  |
| 50088 | 8' Upright with Base  |  | n/a | \$38.85 | \$48.55 |  |
| 52065 | 3' Upright with Base  |  | n/a | \$38.85 | \$48.55 |  |
| 50349 | 6'-10' Crossbar   |  | n/a | \$25.80 | \$32.25 |  |
| 50348 | 7'-12' Crossbar   |  | n/a | \$25.80 | \$32.25 |  |
| 50058 | Sateen, per linear foot (minimum 5' linear feet rental)                       |  |     | \$24.10 | \$30.15 |  |

**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) | 8.90%    |
| <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

## AFCEA Atlanta Homeland Security Conference

G110371124

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 16, 2024**  
**PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* MONDAY, OCTOBER 7, 2024**

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

| CODE  | ITEM  | SQ. FT. | COLOR | ADVANCE    | REGULAR    | TOTAL |
|-------|---|---------|-------|------------|------------|-------|
| 50401 | <b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>8' x 10'</b> |         |       | \$300.10   | \$375.15   |       |
| 50402 | <b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>8' x 20'</b> |         |       | \$540.20   | \$675.25   |       |
| 50403 | <b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>8' x 30'</b> |         |       | \$810.25   | \$1,012.80 |       |
| 50404 | <b>Expo Carpet - 13 oz.</b> (Regular & Special Cut) <b>8' x 40'</b> |         |       | \$1,080.35 | \$1,350.45 |       |

**RECOMMENDED FOR: Standard Size and Inline Booths** **AVAILABLE COLORS:** Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (32), 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 | ADVANCE | REGULAR | TOTAL |
|-------|--|---------|-------|---------|---------|-------|
| 50580 | <b>Special Cut 0-399 Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen.   |         |       | \$5.75  | \$7.20  |       |
| 50581 | <b>Special Cut 400-900 Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$5.30  | \$6.65  |       |
| 50582 | <b>Special Cut 900+ Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen.    |         |       | \$4.80  | \$6.00  |       |

**RECOMMENDED FOR: Island and Large Area Exhibits** **AVAILABLE COLORS:** Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (32), Red (01), Cayenne (92) Burgundy (07)· Order Special Cut when it is important that dye lots match.

| CODE  | ITEM                | SQ. FT. | ADVANCE | REGULAR | TOTAL |
|-------|---------------------|---------|---------|---------|-------|
| 50009 | <b>1/2" Padding</b> |         | \$1.55  | \$1.95  |       |
| 50008 | <b>1" Padding</b>   |         | \$2.95  | \$3.70  |       |
| 50010 | <b>Visqueen</b>     |         | \$0.40  | \$0.50  |       |

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.90%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

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)



# CATALOG

All custom furnishings can be ordered through our online portal. Please follow the link below to see available options and place your orders.

Place orders [here](#).





# UPLOADING GRAPHICS 101

## ADDING FILES TO THE FTP.

**AFCEA Atlanta Homeland Security Conference**  
Atlanta Convention Center At Americasmart | Atlanta, GA

**G110371124**  
November 6 - 7, 2024

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

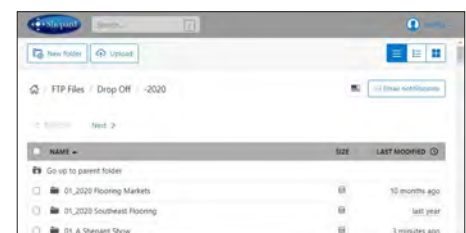
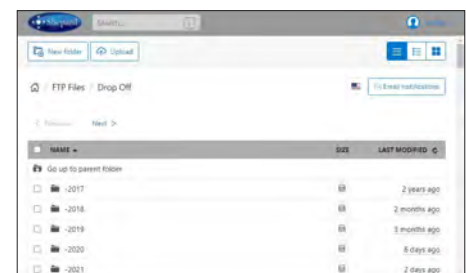
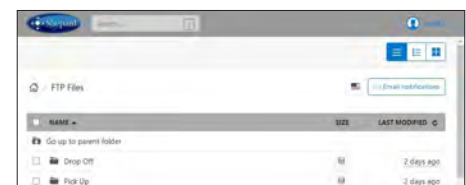
### Before Sending Files

1. Please name your files for easy identification using the following format:  
**Company Name\_Booth#\_Panel Letter**  
*example: Shepard\_Booth1905\_Panel A.pdf*
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

### Submitting Your Files

1. Go to: [files.shepardes.com](https://files.shepardes.com).
2. Login to the FTP site.  
**User Name = sesftp**  
**Password = ftpftp**
3. Click the [Go to Files](#) button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:  
**Year → Month → Show Name → Exhibitor Uploads**  
*example: 2020 → 01\_Shepard Show → Exhibitor Uploads*
6. Upload files by drag and drop OR by selecting the [Upload](#) button and browse to the files you want to upload.  
NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to:  
[orders@shepardes.com](mailto:orders@shepardes.com) with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.



# SHEPARD GRAPHIC GUIDELINES

## DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.  
**With Shepard, You Can.**





Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

### Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.  
*examples: 50% at 300 dpi OR 25% at 600 dpi*
- Please mark artwork size if scaled down.  
*example: DESIGNED AT 50%*
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

### Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

| PROGRAM   | FILE EXTENSION               | SPECIAL CONSIDERATIONS   |
|---|------------------------------|--|
|  Acrobat     | .pdf                         | Must be high resolution with fonts embedded.   |
|  InDesign    | .indd or .idml               | Images embedded and fonts changed to outlines or send a packaged file with fonts and images.                 |
|  Illustrator | .ai or .eps                  | Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images. |
|  Photoshop   | .psd   .tiff<br>.jpeg   .eps | Raster artwork. Must be built in CMYK color space.   |

### Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.



RGB Color Space.



CMYK Color Space.

### Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check “Copy Fonts” and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check “Copy Linked Graphics” and submit all images with your artwork.



# SHEPARD GRAPHIC GUIDELINES

## CONTINUED

Artwork can be created in several ways. Here are some things to consider.

### Vector

- Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality.
- This is the preferred file type and is most often created in Illustrator and used for creation of logos and icons.

### Raster

- Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible).
- Raster images are most often created in Photoshop and is most often used for photographic images.



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

### Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

*examples: 1:1 or 100% - resolution no less than 150 dpi  
2:1 or 50% - resolution no less than 300 dpi  
4:1 or 25% - resolution no less than 600 dpi*

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

### Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster\_22x28.pdf  
Panel A\_1920x898\_Qty3.pdf  
Shepard\_Booth1905\_Panel A.pdf*

- Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

### Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

**Website:** [files.shepardes.com](http://files.shepardes.com)

**Login:** **sesftp**

**Password:** **ftpftp**

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.

# 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



# SHIELDS & BARRIERS

AFCEA Atlanta Homeland Security Conference

G110371124

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 7, 2024**

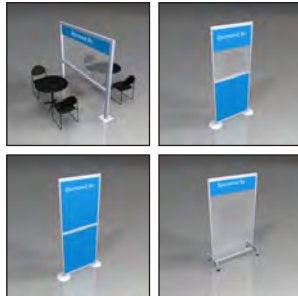
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

## Plexi Shields

| CODE  | ITEM   | QTY | ADVANCE  | REGULAR  | TOTAL |
|-------|--|-----|----------|----------|-------|
| 66651 | <b>Standard Plexi Shield (CVPS1)</b><br>40" (l) x 36" (h)                  |     | \$414.80 | \$518.50 |       |
| 66652 | <b>Tall Plexi Shield (CVPS2)</b><br>40" (l) x 44" (h)                      |     | \$510.50 | \$638.15 |       |
| 66653 | <b>Curved Plexi Shield (CVPS3)</b><br>4' 8.75" (l) x 4' (h) x 2' 2.25" (d) |     | \$638.10 | \$797.65 |       |



## Walls & Dividers

| CODE  | ITEM   | QTY | ADVANCE  | REGULAR  | TOTAL |
|-------|--|-----|----------|----------|-------|
| 66654 | <b>Large Wall Divider (CVDW1)</b><br>9' 1.25" (l) x 7' (h) x 11.85" (d) base<br>30" from floor |     | \$638.10 | \$797.65 |       |
| 66655 | <b>Plexi/Trovice Panel Wall Divider (CVDW2)</b><br>3' 4.5" (l) x 8' high x Approx. 6" (d) base |     | \$446.70 | \$558.40 |       |
| 66656 | <b>Trovice/Trovice Wall Divider (CVDW3)</b><br>3' 4.5" (l) x 8' (h) x 1' 9" (d) base           |     | \$382.85 | \$478.55 |       |
| 66657 | <b>Plexi Rolling Baffle (CVDW4)</b><br>4' 2.5" (l) x 7' (h) x 1' 9" (d) base                   |     | \$797.65 | \$997.05 |       |



## Sanitizer Kiosk

| CODE  | ITEM  | QTY | ADVANCE  | REGULAR  | TOTAL |
|-------|---|-----|----------|----------|-------|
| 66650 | <b>Sanitizer Kiosk A (CVSKI)</b><br>40" (l) x 36" (h) |     | \$478.65 | \$598.30 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.90%    |
| <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 30 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: \_\_\_\_\_



# EXHIBIT COUNTER RENTALS

AFCEA Atlanta Homeland Security Conference

G110371124

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

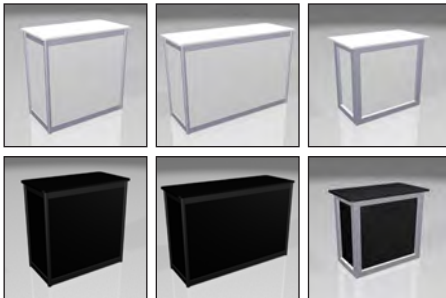
**DISCOUNT ONLINE DEADLINE:\* MONDAY, OCTOBER 7, 2024**

\* 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.

Choose Your Counter & Customize to Fit Your Exhibit!

**AVAILABLE COLORS FOR ALL PRODUCTS:**

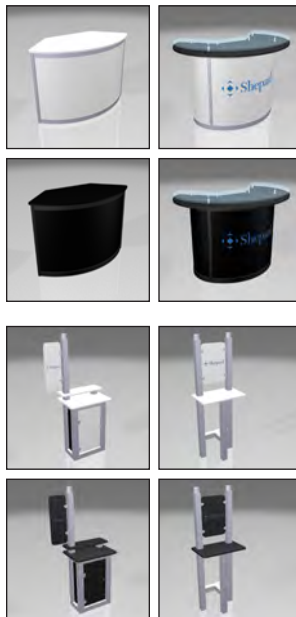
**Metal Colors:** Silver (15) and **Panel Colors:** White (03) or Black (06)



**Locking Cabinets**

| CODE                       | ITEM   | QTY | PANEL COLOR | ADVANCE    | DISCOUNT   | REGULAR    |
|----------------------------|--|-----|-------------|------------|------------|------------|
| 6628203 (w)<br>6628206 (b) | <b>1 Meter Locking Cabinet (LC1)</b><br>3' 6" (l) x 3' 6" (h) x 1' 9" (d)<br><i>Graphic Sizes: 968mm x 898mm</i> |     |             | \$1,049.55 | \$1,049.55 | \$1,311.95 |
| 6628303 (w)<br>6628306 (b) | <b>1.5 Meter Locking Cabinet (LC2)</b><br>5' (l) x 3' 6" (h) x 1' 9" (d)<br><i>Graphic Size: 1463mm x 898mm</i>  |     |             | \$1,273.60 | \$1,273.60 | \$1,592.00 |
| 6628403(w)<br>6628406 (b)  | <b>Locking Cabinet (LC3)</b><br>3' 9" (l) x 3' 6" (h) x 2' 3" (d)<br><i>Graphic Size: 922mm x 872mm</i>          |     |             | \$774.20   | \$774.20   | \$967.75   |

**Reception Counters**



| CODE                       | ITEM   | QTY | PANEL COLOR | ADVANCE    | DISCOUNT   | REGULAR    |
|----------------------------|--|-----|-------------|------------|------------|------------|
| 6627503 (w)<br>6627506 (b) | <b>Reception Counter (RC2)</b><br>4'10.75" (l) x 40" (h) x 2' 4.75" (d)<br><i>Graphic Size: 1530mm x 898mm</i> |     |             | \$1,079.30 | \$1,079.30 | \$1,349.15 |
| 6627603 (w)<br>6627606 (b) | <b>Reception Counter (RC3)</b><br>5' 2.75" (l) x 42" (h) x 3' 5.5" (d)<br><i>Graphic Size: 1080mm x 898mm</i>  |     |             | \$2,341.30 | \$2,341.30 | \$2,926.65 |

**Computer Stands - Silver Metal Only (graphic included!)**

| CODE                       | ITEM   | QTY | PANEL COLOR | ADVANCE    | DISCOUNT   | REGULAR    |
|----------------------------|--|-----|-------------|------------|------------|------------|
| 6628503 (w)<br>6628506 (b) | <b>Computer Stand 1 (CS1)</b><br>3' (l) x 6' 3" (h) x 1' 9" (d)<br><i>Graphic Size: 250mm x 700mm</i>    |     |             | \$1,361.60 | \$1,361.60 | \$1,702.00 |
| 6628603 (w)<br>6628606 (b) | <b>Computer Stand 2 (CS2)</b><br>2' 3" (l) x 6' 3" (h) x 1' 6" (d)<br><i>Graphic Size: 380mm x 580mm</i> |     |             | \$793.65   | \$793.65   | \$992.05   |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.90%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders canceled 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)



# PRODUCT DISPLAYS & CHARGING STATION RENTALS

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

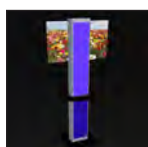
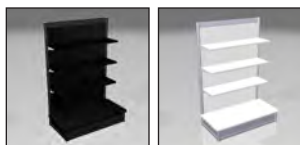
**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 7, 2024**

\* 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.

Choose Your Unit & Customize to Fit Your Products!

**AVAILABLE COLORS FOR ALL PRODUCTS:**

**Metal Colors:** Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



**Product Displays**

| CODE                       | ITEM  | QTY | PANEL COLOR | ADVANCE    | REGULAR    |
|----------------------------|---|-----|-------------|------------|------------|
| 6627703 (w)<br>6627706 (b) | <b>Gondola</b><br>3' 6" (l) x 4' 6" (h) x 1' 3" (d)                               |     |             | \$735.50   | \$919.40   |
| 6627803 (w)<br>6627806 (b) | <b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d)<br><i>Graphic Sizes: 674mm x 1682mm</i> |     |             | \$727.05   | \$908.80   |
| 6627903 (w)<br>6627906 (b) | <b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d)<br><i>Graphic Sizes: 674mm x 1682mm</i> |     |             | \$1,253.20 | \$1,566.50 |

**Showcases**

| CODE                       | ITEM   | QTY | PANEL COLOR | ADVANCE    | REGULAR    |
|----------------------------|--|-----|-------------|------------|------------|
| 6627003 (w)<br>6627006 (b) | <b>Quarterview Showcase (Qtrview)</b><br>4' 6" (l) x 3' 3" (h) x 1' 9" (d) |     |             | \$1,416.00 | \$1,770.00 |
| 6627203 (w)<br>6627206 (b) | <b>Square Showcase (Square)</b><br>1' 9" (l) x 7' (h) x 1' 9" (d)          |     |             | \$1,528.30 | \$1,910.40 |

**Charging Unit**

| CODE  | ITEM  | QTY | PANEL COLOR | ADVANCE    | REGULAR    |
|-------|---|-----|-------------|------------|------------|
| 66430 | <b>Phone Charging Station (PCS)</b><br>3' (l) x 6' 3" (h) x 1' 9" (d)<br><i>Graphic Size: 380mm x 710mm</i> |     | Black ONLY  | \$2,405.75 | \$3,007.20 |

**Perforated/Peg Boards**

| CODE  | ITEM  | QTY | ADVANCE  | REGULAR  |
|-------|---|-----|----------|----------|
| 66148 | <b>8' x 4' Pegboard Panel (PerfH)</b>       |     | \$357.55 | \$446.95 |
| 66149 | <b>4' x 8' Pegboard Panel (PerfV)</b>       |     | \$357.55 | \$446.95 |
| 50104 | <b>6" Pegs - 1 dozen (6"Pegs)</b>           |     | \$58.40  | \$73.00  |
| 66147 | <b>3.5' x 8' Slat Wall, Grey (Slatwall)</b> |     | \$357.55 | \$446.95 |

|   |          |
|---|----------|
| <b>TOTAL ESTIMATE</b>                                     | \$ _____ |
| <b>TAX</b> ( <i>All tax rates are subject to change</i> ) | 8.90%    |
| <b>AMOUNT DUE</b>   | \$ _____ |

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

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

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



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





# INLINE BOOTH RENTALS

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 7, 2024**

\* 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.

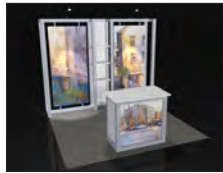
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



The Eddie



The Jonathon



The Pierce



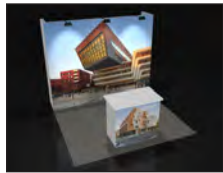
The Madison



The Grant



The Harrison



The Hamilton



The Lucy

### Inline Booths

| CODE  | ITEM                  | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|-----------------------|-----|------------|------------|-------|
| 66470 | The Eddie - 10' x 10' |     | \$4,269.05 | \$5,336.30 |       |
| 66471 | The Eddie - 10' x 20' |     | \$6,951.80 | \$8,689.75 |       |

| CODE  | ITEM                     | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|--------------------------|-----|------------|------------|-------|
| 66474 | The Jonathon - 10' x 10' |     | \$2,978.20 | \$3,722.75 |       |
| 66475 | The Jonathon - 10' x 20' |     | \$5,213.05 | \$6,516.30 |       |

| CODE  | ITEM                   | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|------------------------|-----|------------|------------|-------|
| 66477 | The Pierce - 10' x 10' |     | \$3,694.10 | \$4,617.65 |       |
| 66478 | The Pierce - 10' x 20' |     | \$7,014.05 | \$8,767.55 |       |

| CODE  | ITEM                    | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|-------------------------|-----|------------|------------|-------|
| 66484 | The Madison - 10' x 10' |     | \$4,479.70 | \$5,599.65 |       |
| 66485 | The Madison - 10' x 20' |     | \$5,309.25 | \$6,636.55 |       |

| CODE  | ITEM                  | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|-----------------------|-----|------------|------------|-------|
| 66486 | The Grant - 10' x 10' |     | \$4,728.45 | \$5,910.55 |       |
| 66487 | The Grant - 10' x 20' |     | \$6,553.60 | \$8,192.00 |       |

| CODE  | ITEM                     | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|--------------------------|-----|------------|------------|-------|
| 66492 | The Harrison - 10' x 10' |     | \$4,347.00 | \$5,433.75 |       |
| 66493 | The Harrison - 10' x 20' |     | \$6,387.65 | \$7,984.55 |       |

| CODE  | ITEM                     | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|--------------------------|-----|------------|------------|-------|
| 66467 | The Hamilton - 10' x 10' |     | \$3,029.10 | \$3,786.40 |       |
| 66468 | The Hamilton - 10' x 20' |     | \$5,306.65 | \$6,633.30 |       |

| CODE  | ITEM                 | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|----------------------|-----|------------|------------|-------|
| 66473 | The Lucy - 10' x 10' |     | \$2,737.60 | \$3,422.00 |       |

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|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.90%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

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

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



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





# FABEX BOOTH RENTALS

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At AmericasMart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 7, 2024**

\* 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 | ADVANCE    | REGULAR    | TOTAL |
|-------|-------------------------------------|-----|------------|------------|-------|
| 66557 | 10' x 10' Booth (FX21)              |     | \$2,815.00 | \$3,518.75 |       |
| 66561 | 10' x 10' Booth with Header (FX2H1) |     | \$3,444.45 | \$4,305.55 |       |

**GRAPHIC SIZE SPECIFICATIONS**

Backwall Graphic Size      3042mm x 2432mm      Side Panel Colors       White     Black

Counter Graphic Size      1079mm x 1020mm

Header Graphic Size      2440mm x 380mm

### 10' x 20' Fabric Booth

| CODE  | ITEM                                | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|-------------------------------------|-----|------------|------------|-------|
| 66559 | 10' x 20' Booth (FX22)              |     | \$4,879.35 | \$6,099.20 |       |
| 66567 | 10' x 20' Booth with Header (FX2H2) |     | \$5,442.40 | \$6,803.00 |       |

**GRAPHIC SIZE SPECIFICATIONS**

Backwall Graphic Size      6012mm x 2432mm      Side Panel Colors       White     Black

Counter Graphic Size      1079mm x 1020mm

Header Graphic Size      2440mm x 380mm

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.90%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

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

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



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



# FABEX BACKLIT BOOTH RENTALS

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 7, 2024**

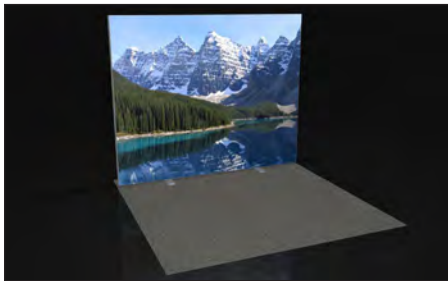
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

## 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.

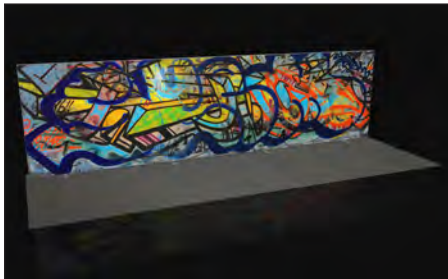
**Please contact an Exhibit Team member with any questions.**



FX11



FX12



FX13

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

| CODE  | ITEM  | QTY | ADVANCE    | REGULAR    | TOTAL |
|-------|---|-----|------------|------------|-------|
| 66564 | <b>8' x 10' Backlit Backwall with Graphics (FX11)</b><br><i>Graphic Size: 2992mm x 2436mm</i> |     | \$2,838.55 | \$3,548.20 |       |
| 66565 | <b>8' x 20' Backlit Backwall with Graphics (FX12)</b><br><i>Graphic Size: 5992mm x 2436mm</i> |     | \$4,386.70 | \$5,483.40 |       |
| 66566 | <b>8' x 30' Backlit Backwall with Graphics (FX13)</b><br><i>Graphic Size: 8992mm x 2436mm</i> |     | \$5,934.95 | \$7,418.70 |       |

|   |                 |
|---|-----------------|
| TOTAL ESTIMATE                            | \$ _____        |
| TAX (All tax rates are subject to change) | 8.90%           |
| <b>AMOUNT DUE</b>                         | <b>\$ _____</b> |

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

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

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



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

# LABOR RULES & REGULATIONS

## Georgia

### LABOR

Georgia is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. 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

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

### 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. Exhibitors may not operate or utilize any type of powered or mechanical equipment

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.



# SHEPARD BLUE LABOR

**AFCEA Atlanta Homeland Security Conference**

**G110371124**

Atlanta Convention Center At Americasmart | Atlanta, GA

November 6 - 7, 2024

**DISCOUNT DEADLINE:\* WEDNESDAY, OCTOBER 16, 2024**

\* 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.  
 Saturdays and Sundays 6:00AM - Midnight.  
**Double Time (DT):** All hours between Midnight and 6:00AM. Holidays.  
**Holidays:** New Years Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day  
*\*These Holidays only apply in certain cities.*

## Shepard Blue Supervised Labor

| INSTALL LABOR** |      |          |          |                    |
|-----------------|------|----------|----------|--------------------|
| CODE            | ITEM | ADVANCE  | REGULAR  | ESTIMATED TOTAL*** |
| 68066           | ST   | \$138.45 | \$173.05 |                    |
| 68067           | OT   | \$207.70 | \$259.65 |                    |
| 68068           | DT   | \$276.90 | \$346.15 |                    |

| DISMANTLE LABOR** |      |          |          |                    |
|-------------------|------|----------|----------|--------------------|
| CODE              | ITEM | ADVANCE  | REGULAR  | ESTIMATED TOTAL*** |
| 68070             | ST   | \$138.45 | \$173.05 |                    |
| 68071             | OT   | \$207.70 | \$259.65 |                    |
| 68072             | DT   | \$276.90 | \$346.15 |                    |

\*\*Pricing includes Supervisory fee of 30% over standard labor.

|   |          |
|---|----------|
| TOTAL ESTIMATE                            | \$ _____ |
| TAX (All tax rates are subject to change) | 8.90%    |
| AMOUNT DUE                                | \$ _____ |

## Step 1. Choose your service.

- Installation  Dismantling  Both Installation & Dismantling  
 Scissor Lift Install  Scissor Lift Removal  Scissor Lift Install & Removal

## 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. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_  
 DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_\_

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

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

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



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

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

## Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: \_\_\_\_\_ x \_\_\_\_\_  
 INBOUND FREIGHT:  Advanced Warehouse  Direct to Show Site  
 CARRIER NAME: \_\_\_\_\_  
 TRACKING OR PRO NUMBER: \_\_\_\_\_  
 ESTIMATED ARRIVAL DATE: \_\_\_\_\_  
 NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED WEIGHT: \_\_\_\_\_

### SET UP INFORMATION

COMPANY CONTACT NAME: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 CELL PHONE NUMBER: \_\_\_\_\_

### DRAWINGS/PHOTOS/INSTRUCTIONS

Attached  Emailed to Shepard  With the Exhibit  In Crate #: \_\_\_\_\_

### GRAPHICS

With Exhibit  Shipped Separately

### ELECTRICAL PLACEMENT (exhibitor is responsible to order)

Emailed to Shepard  Drawing Attached  Drawing with Exhibit  
 Run Under Carpet

### CARPET

Ordered from Shepard  Exhibitor Owned  Carpet Padding

### OTHER SERVICES ORDERED

Overhead Rigging  Cleaning  Audio Visual (AV)

## Step 6. Tell us about outbound shipping.\*\*\*\*

\*\*\*\* Allow time for empty return when scheduling your pickup.

NUMBER OF CRATES: \_\_\_\_\_ NUMBER OF CARTONS: \_\_\_\_\_  
 NUMBER OF FIBER CASES: \_\_\_\_\_ NUMBER OF PALLETS: \_\_\_\_\_  
 METHOD:  Ground  2-Day Air  Next Day Air  Other  
 NAME OF CARRIER: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_  
 DATE SCHEDULE TO PICKUP FREIGHT: \_\_\_\_\_  
 MUST ARRIVE AT DESTINATION BY: \_\_\_\_\_

### IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service  
 Send to advanced warehouse for pickup (\$400 minimum charge)



# EXHIBITOR SUPERVISED LABOR

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 Saturdays and Sundays 6:00AM - Midnight.  
**Double Time (DT):** All hours between Midnight and 6:00AM. Holidays.  
**Holidays:** New Years Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day  
*\*These Holidays only apply in certain cities.*

## Exhibitor Supervised Labor

| INSTALL LABOR** |      |          |          |                    |
|-----------------|------|----------|----------|--------------------|
| CODE            | ITEM | ADVANCE  | REGULAR  | ESTIMATED TOTAL*** |
| 68060           | ST   | \$106.50 | \$133.15 |                    |
| 68061           | OT   | \$159.75 | \$199.70 |                    |
| 68062           | DT   | \$213.00 | \$266.25 |                    |

| DISMANTLE LABOR** |      |          |          |                    |
|-------------------|------|----------|----------|--------------------|
| CODE              | ITEM | ADVANCE  | REGULAR  | ESTIMATED TOTAL*** |
| 68063             | ST   | \$106.50 | \$133.15 |                    |
| 68064             | OT   | \$159.75 | \$199.70 |                    |
| 68065             | DT   | \$213.00 | \$266.25 |                    |

\*\* 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.

### 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: \_\_\_\_\_

|   |                 |
|---|-----------------|
| TOTAL ESTIMATE                            | \$ _____        |
| TAX (All tax rates are subject to change) | 8.90%           |
| <b>AMOUNT DUE</b>                         | <b>\$ _____</b> |

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders canceled 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)