

Dear SECO 2025 Exhibitors,

Welcome to SECO 2025. We want to thank you for your continued support of SECO and are pleased that you have chosen to be part of Optometry's Marketplace™ February 26 - March 2 at the Georgia World Congress Center in Atlanta, GA.

The Online Service kit is provided by SECO and Shepard Expositions Services, the official expositions company for SECO 2025. The manual includes all the information needed to plan a successful exhibition. Remember to utilize the bookmarks tab to quickly navigate between all the sections and forms.

Please take time to review all sections thoroughly. Important Information is detailed in each section including service descriptions, regulations and other required procedures. The A-Z Exhibitor Information includes many important show details, deadlines and instructions.

As SECO approaches, you will be sent monthly exhibitor e-newsletters to remind you of approaching deadlines, exciting exhibitor opportunities and information pertinent to SECO 2025.

If you have any questions, do not hesitate to reach out to either Grayson Lutz at glutz@secostaff.com, Exhibit Manager, or Candice Hadley, chadley@secostaff.com, Exhibit Sales Manager.

We look forward to working with you to ensure that SECO 2025 is the most successful one yet!

Thank you,

SECO Event Team

SHOW MANAGEMENT FORMS AND IMPORTANT INFORMATION

SECO

Georgia World Congress Center | Atlanta, GA

G189020325

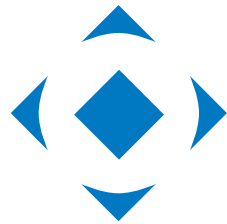
February 28 - March 1, 2025

[A-Z Exhibitor Information](#)

[Hotel Information](#)

[Affiliate Function Request Form](#)

[Suite Request Application](#)



Shepard

EXHIBITOR SERVICE MANUAL

SECO2025
THE EDUCATION DESTINATION™

SECO

Georgia World Congress Center | Atlanta, GA
February 28 - March 1, 2025

G189020325

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

Show Colors

Show Drape Color(s): Black, Grey, Teal
Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

TARGETED EXHIBITOR MOVE-IN

Tuesday, February 25, 2025 • 8:00AM to 5:00PM

GENERAL EXHIBITOR MOVE-IN

Wednesday, February 26, 2025 • 8:00AM to 5:00PM
Thursday, February 27, 2025 • 8:00AM to 5:00PM

EXHIBIT HOURS

Friday, February 28, 2025 • 9:30AM to 5:00PM
Saturday, March 1, 2025 • 9:30AM to 4:00PM

EXHIBITOR MOVE OUT

Saturday, March 1, 2025 • 4:00PM to 10:00PM
Sunday, March 2, 2025 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Sunday, March 2, 2025 | 11:00AM

IMPORTANT DEADLINES

**Discount Price Deadline
for Custom Shepard Rentals**
Wednesday, January 29, 2025

**Exhibitor Appointed Contractor
Notification Deadline**
Wednesday, January 29, 2025

**First Day for Warehouse Deliveries
Without a Surcharge**
Wednesday, January 29, 2025

**Discount Price Deadline for Standard
Shepard Orders**
Friday, February 7, 2025

**Last Day for Warehouse Deliveries
Without a Surcharge**
Tuesday, February 18, 2025

Last Day for Warehouse Deliveries*
Friday, February 21, 2025

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

First Day Freight Can Arrive at Show Site
Wednesday, February 26, 2025 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

SECO

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

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

SECO

Georgia World Congress Center

285 Andrew Young International Blvd. NW

Atlanta, GA 30313

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

Service Desk Hours *(subject to change)*

Tuesday, February 25, 2025 · 8:00AM to 5:00PM
Wednesday, February 26, 2025 · 8:00AM to 5:00PM
Thursday, February 27, 2025 · 8:00AM to 5:00PM
Friday, February 28, 2025 · 9:30AM to 5:00PM
Saturday, March 1, 2025 · 9:30AM to 10:00PM
Sunday, March 2, 2025 · 8:00AM to 12:00PM

Exhibitor Move Out

Saturday, March 1, 2025 · 4:00PM to 10:00PM
Sunday, March 2, 2025 · 8:00AM to 12:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Sunday, March 2, 2025 | 11:00AM**.

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 **Sunday, March 2, 2025 | 11:00AM**.

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

Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

UTILITY & ANCILLARY VENDORS

SECO

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ELECTRICAL SERVICES

[Edlen](#)

AUDIO VISUAL

[Shepard AV](#)

CATERING

[Catering Menu](#)

[Catering Order Form](#)

INTERNET/WIFI

[CCLD Networks](#)

LEAD RETRIEVAL

[Compusystems - Show Code: SECO25](#)

FLORAL

[TLC Florist](#)

BOOTH STAFFING

[Victory Agency](#)

BOOTH SECURITY

[Dupree Security Group](#)

EXHIBITOR INSURANCE

[RainProtection](#)

SECO Move Out Notice

The SECO will end at 4:00PM, on Saturday, March 1, 2025. 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 aisle carpet is removed and/or plastic protection is installed on top of the floor, 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:

Saturday, March 1, 2025 · 4:00PM to 10:00PM

Sunday, March 2, 2025 · 8:00AM to 12:00PM

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 Sunday, March 2, 2025 | 11:00AM. 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 Sunday, March 2, 2025 | 11:00AM, 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 Sunday, March 2, 2025 | 11:00AM, 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 Sunday, March 2, 2025 | 11:00AM 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:

Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

DEADLINE: FRIDAY, FEBRUARY 7, 2025

A Budget and Time Friendly Solution!

Booth Package 10' x 10'

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



1 - 6' (l) x 24" (w) x 30" (h) Skirted Table (50046)

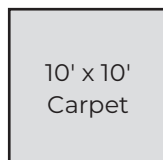
See Step 3 to choose your specific drape color.



2 - Upholstered Side Chairs (50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your specific carpet color.

Step 1. Tell us how many packages you want.










CODE	QTY	ADVANCE	REGULAR
50260		\$606.45	\$801.95

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular catalog rates.

Step 2. Choose your carpet color.

-  Red (01)
-  Burgundy (07)
-  Blue (05)
-  Tuxedo (50)
-  Black (06)

Step 3. Choose your table drape color.

-  Red (01)
-  White (03)
-  Grey (10)
-  Gold (04)
-  Teal (13)
-  Blue (05)
-  Green (02)
-  Black (06)
-  Burgundy (07)

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

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: _____

CONTACT EMAIL ADDRESS: _____

ONLINE ORDERING


IT'S EASY.


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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 = **SECO25**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

.....

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

METHOD OF PAYMENT

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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: Friday, February 7, 2025 All paid orders placed online prior to the deadline date.

Discount Deadline: Friday, February 7, 2025 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 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: **SECO**

EVENT CODE: **G189020325**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

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

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

TERMS & CONDITIONS

SECO

Georgia World Congress Center | Atlanta, GA

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February 28 - March 1, 2025

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."

DEADLINE: WEDNESDAY, JANUARY 29, 2025

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.



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EXHIBITOR APPOINTED CONTRACTOR (EAC)

G189020325

DEADLINE: WEDNESDAY, JANUARY 29, 2025

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

shepardes.com

TARGET INFORMATION

FIND YOUR TARGET DATE.

SECO

Georgia World Congress Center | Atlanta, GA

G189020325

February 28 - March 1, 2025

Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

Target Map Coming Soon!

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Friday, February 21, 2025** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday, February 21, 2025** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.

TARGET DEADLINE: FRIDAY, FEBRUARY 7, 2025

Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.*

* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

Step 1. Complete exhibiting company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Assigned Target Date and Time

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Friday, February 7, 2025

Step 2. Provide shipment details.

Where are you shipping?

Advanced Warehouse** Direct to Facility/Show Site

** Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

What is the weight of your shipment? _____

How many pieces are in your shipment? _____

Dimensions of largest piece of freight? _____

How many truck loads do you have? _____

Weight of largest piece of freight? _____

Name of Carrier _____

Carrier Contact Phone Number _____

If Shipping Direct to Facility/Show Site

Flatbed Close Trailer Container

Is Special Equipment Required to Unload

Crane Extended Forklift Blades Rollers Sling

Other _____

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

Yes No

(if Yes, please place a forklift order with Exhibitor Service)

Have you ordered carpet from Shepard?

Yes No

Do you want your carpet installed prior to your target time?

Yes No

TARGET DEADLINE: FRIDAY, FEBRUARY 7, 2025

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

Friday, February 7, 2025

Step 1. Complete company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____ NUMBER OF TRUCKLOADS: _____

Where are you shipping?

Advanced Warehouse* Direct to Facility/Show Site

* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

Step 2. Provide target information.

CURRENTLY ASSIGNED DATE: _____ CURRENTLY ASSIGNED TIME: _____

REQUESTED DATE AND TIME: _____

REASON FOR CHANGE: _____

Show Site Address

Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

Marshaling Yard Address

362 Ivan Allen Jr. Blvd. NW
Atlanta, GA 30313

Map



Marshaling Yard Hours of Operation

GENERAL MOVE IN	Yard Open	Receiving Cut Off	Yard Close
Monday, February 24, 2025	7:00AM	4:30PM	5:00PM
Tuesday, February 25, 2025	7:00AM	4:30PM	5:00PM
Wednesday, February 26, 2025	7:00AM	4:30PM	5:00PM
Thursday, February 27, 2025	7:00AM	4:30PM	5:00PM
EXHIBITOR MOVE-OUT	Yard Open	Receiving Cut Off	Yard Close
Saturday, March 1, 2025	2:00PM	9:30PM	10:00PM
Sunday, March 2, 2025	7:00AM	11:00AM	11:00AM

ALL DRIVERS MUST BE CHECKED IN BY: Sunday, March 2, 2025 | 11:00AM

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

Send your freight to the next event.

To support exhibitors participating in consecutive events, we offer Caravan Services when we know a large number of exhibitors are moving directly from one event to another. This specialized service ensures a seamless transition of your booth materials, simplifying logistics and reducing the challenges of coordinating multiple shipments.

Register for Caravan Services with three easy steps:



Complete Form

Please ensure all information in the form to the right is fully complete for registration.



Confirm Payment

A credit card must be on file to utilize our Caravan Services.



Submit Request by Deadline

All Caravan requests must be submitted by [fill-in date].

Note: Material Handling fees for each event are billed separately and are not included in the Caravan Service.

To update payment information, please click [here](#).

Vision Expo to SECO	
Company Details	
Company Name	
Booth #	
Address	
Phone	
Email	
Freight Details	
Number of Pieces	
Dimensions	
Estimated Total Weight	
Shipping To	
Company Name	
Booth #	
Advanced Warehouse Address: Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318	

For additional support, connect with one of our logistics experts.



SHEPARD LOGISTICS SERVICES (SLS)

SECO

G189020325

Georgia World Congress Center | Atlanta, GA

February 28 - March 1, 2025

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				
TOTAL					

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.



SECO
2025

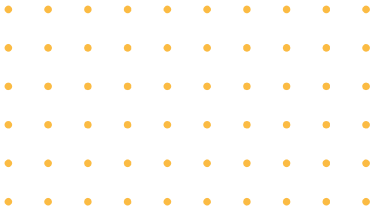
SHIPPING INSTRUCTIONS



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- 02.** ARRIVAL DEADLINES & DOCUMENTATION
- 03.** ATA CARNETS
- 04.** PACKING, MARKING & SEALING
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- 07.** RATES & COSTS

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- 08.** TERMS, CONDITIONS & PAYMENT REMITTANCE



01. SHOW DATES & CONTACT DETAILS

SECO 2025

FEBRUARY 26 – MARCH 2
GEORGIA WORLD CONGRESS CENTER
ATLANTA, GA, USA

ROCK-IT CARGO has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** to provide air and ocean shipping, customs clearance, freight forwarding and related logistics services for **SECO 2025**. Rock-it Cargo can also transfer freight to or from related industry events via domestic and international air, ocean and ground freight. It is encouraged for customers to contact our project manager for a firm cost estimate and instructions tailored for their specific circumstances.

COLIN MAY

DIRECTOR OF FAIRS & EVENTS

colin.may@rockitcargo.com

+1 (786) 848-2394 (m)

EMERGENCY & AFTER HOURS:

+1 (310) 410 0935 (o)

Ask for your project manager by name
to be connected.



02. ARRIVAL DEADLINES & DOCUMENTATION



LCL ocean arrival deadline for
advance warehouse delivery:

29th January to Atlanta CFS terminal



FCL ocean deadline for advance
warehouse delivery:

5th February to Savannah port



Air freight arrival deadline for
advance warehouse delivery:

12th February to Atlanta ATL airport

The arrival deadlines shown above are suggested and can be tailored to the exhibitor's specific requirements with the acknowledgement of the exhibitor that certain clearance and delivery costs may be greater.

OCEAN FREIGHT WARNING! Be aware that ocean freight schedules are very unreliable due to lack of equipment, lack of space and port congestion. We recommend that ocean freight be booked to arrive well in advance of your desired delivery date to the showsite.

FCL Ocean shipments should be available at the destination CY/Rail Ramp/Port (10) working days prior to the exhibitor's target move-in date at the showsite. Shippers or their agents must send us sufficient information to comply with US Customs 10+2 Importer Security Filing (ISF) requirements for ALL ocean shipments **NO LATER THAN 72 HOURS PRIOR TO LOADING ONBOARD A VESSEL BOUND FOR THE UNITED STATES** or be liable for liquidated damages of \$5000.00 plus encounter serious delay in the clearance and delivery of their shipment. Please contact us at least one week in advance of loading of any cargo onboard a vessel bound for the U.S. for instructions on how to properly comply with these requirements.

CONSIGNEE:

ROCK-IT CARGO IMPORT SERVICES

On behalf of: (Exhibitor Name)

Georgia World Congress Center

286 Andrew Young Blvd

Atlanta, GA 30313

Attention: Colin May

colin.may@rockitcargo.com

+1 (786) 848-2394 (m)

All ocean bills of lading should be 'EXPRESS' bills.

ALL SHIPPER'S INVOICES SHOULD BE CONSIGNED IN THE SAME MANNER.

Other documentation may be required depending on what is being shipped. All documentation must be approved in advance of shipping by Rock-It Cargo.

Notify BEFORE Arrival:

ROCK-IT CARGO IMPORT SERVICES

5343 W. Imperial Highway, Ste. 900

Los Angeles, CA 90045

Attention: Import Department

imports@rockitcargo.com

+1 (310) 410-0935 (o)

DID YOU KNOW?

Rock-it Cargo can provide DOMESTIC air, ground and ocean freight services too from anywhere within the U.S.

03. ATA CARNETS

ATA Carnets are a critical part of global logistics. They are customs documents that facilitate the temporary import and export of your gear and equipment across international borders. We handle all the paperwork, so that you can avoid unexpected costs such as duties and import taxes on equipment that will be reexported within 12-months.

As a long-standing member of the U.S. Council of International Business, Rock-it Cargo carries the distinct honor of being one of the select few freight forwarders with the authority to generate ATA Carnets directly in-house.

Cargo traveling under ATA Carnets, must be marked and labeled accordingly to avoid Customs delays.

YOUR CARGO'S PASSPORT TO THE WORLD



ATA CARNETS MAY BE USED. HOWEVER, THE FOLLOWING PHRASE MUST BE TRANSMITTED IN AMS TO AVOID U.S. CUSTOMS DELAYS:

“Items ____ to ____ on ATA Carnet _____ are packed in ____ Packages in Container _____.”

04. PACKING, MARKING & SEALING

- Please mark all freight only with the name of the exhibitor, their booth number, the name of the event c/o Rock-It Fairs.
- All full ocean containers must be sealed with high security bolt seals that comply with ISO 17712 standards.
- All Cargo must comply with ISPM 15 standards. Goods that do not comply may be refused entry into the United States.
- ALL products made of wood must comply with the Lacey Act.
- Motor vehicles and engines must be empty of fuel and all batteries disconnected with terminals taped.
- Lithium-Ion batteries are considered hazardous/dangerous goods and subject to special handling, packaging, labeling and documentation requirements.
- PERISHABLE CARGO: Must be packed to withstand up to 72 hours outside of refrigeration or freezer. The ideal temperature that the cargo should be kept must be clearly marked on the outside of each package in degrees Fahrenheit (F). OUR LIABILITY FOR SPOILED OR MELTED PRODUCT IS ZERO!
- TEMPERATURE RANGES: The following temperature ranges are defined as:
 - Ambient: 44° to 48° Fahrenheit/6° to 9° Celsius
 - Refrigerated: 33° to 38° Fahrenheit/0° to 4° Celsius
 - Frozen: -5° to -10° Fahrenheit/-20° to -23° Celsius
 - Deep Frozen: -20° or Lower Fahrenheit/-28° or Lower Celsiusthe perishable storage facility keeps humidity low to prevent frost build-up.
- Goods that must be kept at separate temperatures must be shipped, packed and documented as separate shipments! DO NOT MIX PRODUCTS THAT MUST BE KEPT AT DIFFERENT TEMPERATURES!
- HIGH VALUE CARGO: Please contact us in advance regarding the packing, handling, documentation, insurance and shipping of high value cargo including hand-carried and courier shipments. SECURITY ARRANGEMENTS MUST BE MADE IN ADVANCE! Our liability for high value cargo is limited by our terms and conditions as well as international treaty.

NOTE REGARDING LIABILITY FOR LOSS & DAMAGE FOR PERISHABLE CARGO: Our liability for perishable cargo is ZERO. It is entirely the responsibility of the shipper, exhibitor and their freight forwarder to choose carriers that have suitable facilities for maintaining the cold chain, direct routing without delay to our designated port or airport of entry as indicated above. Please insure proper marking, labeling and packing to withstand the rigors of international transport.

05. U.S. IMPORT & HANDLING ALERTS

U.S. IMPORT & SHOWSITE HANDLING ALERTS: We would like to draw your attention to the following commodities that require special documentation or handling: Motor vehicles, engines, food, beverages, extracts, dried plants & seeds, drug ingredients, food/beverage ingredients, chemicals, medical devices, drugs, biologics, lasers, textiles, wearing apparel, electronic equipment, computers and monitors. We recommend inquiring with us in advance to determine the specific requirements of the United States for the entry and re-export of your material. Please also note the following notes regarding our relationship with the general contractor and showsite material handling services.

TRADEMARK, COPYRIGHT & OTHER INTELLECTUAL PROPERTY WARNING, must have clear license to use trademarks, copyright and other intellectual property that is displayed or otherwise used by the exhibitor.

U.S. Environmental Protection Agency and the U.S. Department of Transportation, regulate motor vehicles and engines. Requires advance planning to discuss entry requirements for these commodities.

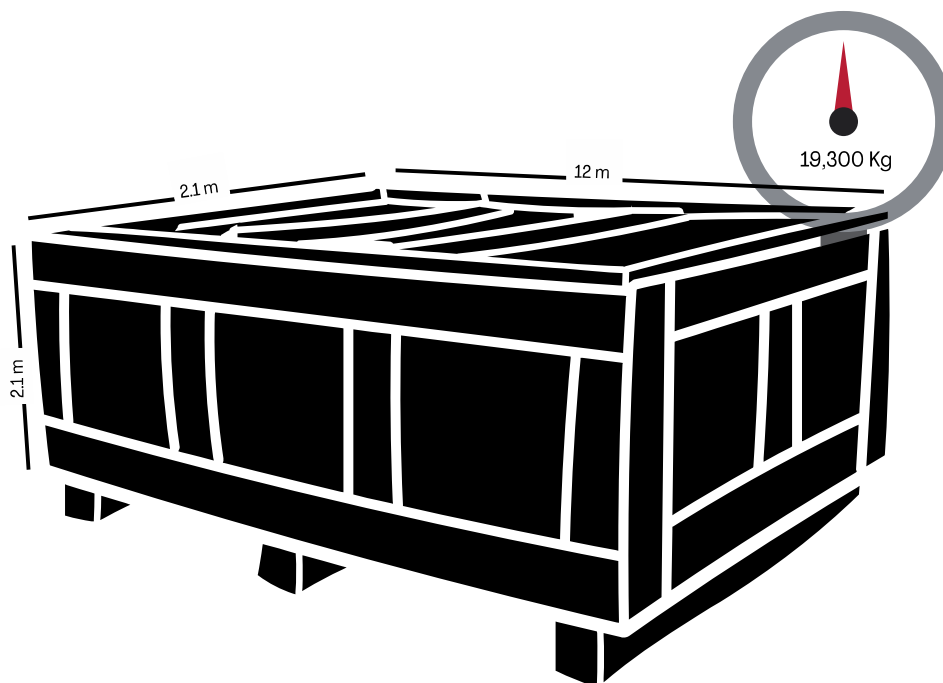
MEDICAL DEVICES & EQUIPMENT must be registered with the U.S. Food & Drug Administration and provide FDA Medical Device Establishment and Listing Number, or it may only be entered temporarily into the U.S. on an ATA Carnet or a temporary import entry in the name of the shipper or exhibitor.

U.S. FOOD & DRUG ADMINISTRATION REGISTRATION & PRIOR NOTICE regulates ALL cosmetics, food, beverages and drug ingredients (including animal including fish feed) products, and any equipment that emits radiation (Form 2877) which are subject to the U.S. Bioterrorism Act. This requires that the shipper register with the U.S. Food & Drug Administration (FDA) and provide an official prior notice made through the FDA's website.

FOREIGN SUPPLIER VERIFICATION PROGRAMS (FSVP): Food and beverage products excluding fish, fishery products, juices, alcoholic beverages, certain meat, poultry and egg products must be documented with a FSVP. The shipper must provide the name and details of their FSVP U.S. Importer of Record. If the product being imported into the U.S. is subject to FSVP requirements and the shipper cannot comply, then we recommend contacting the Registrar Corp 2 months in advance.

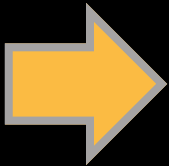
GENERAL CONTRACTOR will provide showsite material handling charges prior to the close of the event. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges.

OVERSIZED FREIGHT is defined as cargo that weighs more than 19300 kilos or has dimensions greater than 12 meters long, 2.1 meters wide and/or 2.1 meters tall. Requires advanced planning.

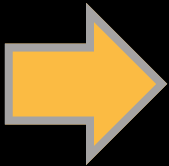


06. ON-SITE CARGO HANDLING NOTICE

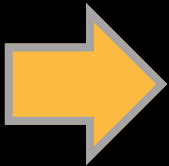
Due to limited space at the venue, we are requesting exhibitors and their stand builders adhere to the following standards as a courtesy to their fellow exhibitors:



If the move-in or move-out occurs on overtime, then overtime rates for material handling, labor and delivery/pickup are performed on overtime. Therefore, overtime rates apply. Please plan and budget accordingly.



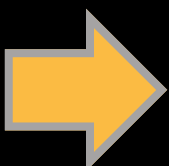
Deliveries to and pickups from the showsite are subject to waiting time. Expect, on the average, from two to six hours of truck waiting time. We recommend moving freight to and from the event via the general contractor's warehouse.



Please do plan on empty case return to take 6 or more hours after the close of the show. Plan your dismantling labor accordingly.



Unless arrangements are made in advance for Rock-It Cargo to pay the showsite material handling costs, these must be settled by the exhibitor with the general contractor prior to the close of the show or the outbound cargo may not be released for pickup. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges.



Exhibitors must contact Rock-It Cargo prior to the close of the event for instructions on how to properly complete the general contractor's outbound material handling agreement or form. Failure to do so will cause the cargo to be re-routed or sent back to the general contractor's warehouse.

07. RATES & COSTS

Be prepared with the following information to receive a firm cost estimate.

FREIGHT DESCRIPTION

No. of pcs (crates, pallets, etc.): _____

Description of packing method: _____

Weight & Dims of ea. piece: _____

Description of contents: _____

TYPE OF IMPORT

ATA Carnet Temporary Permanent

MODE OF TRANSPORT

AIR GROUND LCL OCEAN FCL OCEAN

Estimated date of arrival: _____

Special handling requirements: _____

RETURN FREIGHT REQUIREMENTS

Return freight destination:

Mode of transport:

- AIR
 GROUND
 LCL OCEAN
 FCL OCEAN



<https://rockitcargo.com/get-a-quote/>

NOTES ON COST ESTIMATES

OUTBOUND COSTS

Outbound Truck, Air or Ocean Freight Charges: We can provide a cost estimate for each outbound shipment depending on the following factors: Weight, Dimensions, Customs Status, Mode of Transport: Air, Ocean, Truck, Level of Service: Expedited or Deferred, Equipment: Ocean Container (dry, open-top, flatrack), Flatbed, Liftgate, Air-Ride, etc., Special Requirements: Tarping, Blocking, Bracing, Inside Delivery, Overtime, Destination Airport, Port or City.

IF NECESSARY CHARGES

The following items are charged as necessary: replacement value cargo insurance, port user or congestion fees, delivery coordination fees, translation, installation/dismantling labor, unpacking/packing labor, loading/unloading labor, heavy lift, other agency clearance fees, license fees, permit fees, special forms processing, overtime, courier costs, intensive examination costs, truck waiting time, storage, demurrage, warehouse handling or manipulation or any other service not otherwise mentioned.

SUBJECT TO TERMS & CONDITIONS

All showsite material handling services are provided exclusively by the official general contractor appointed by the show organizer. All showsite material handling services subject to the terms, conditions, limits of liability and instructions of the general contractor. We can pay these charges on a cost plus 20% basis and cannot be held liable for the timely and proper provision of such services.

FUEL & SECURITY

All outbound freight charges subject to fuel and security surcharges in effect at the time of shipping.

VALID FOR 30 DAYS

All freight rates given in cost estimates are valid for a maximum of 30 days from the date issued unless otherwise specified.

08. TERMS, CONDITIONS & PAYMENT REMITTANCE



TERMS & CONDITIONS All services subject to our [terms, conditions, limits of liability](#) and instructions. All services provided on straight time during regular working hours. Your actual charges may be higher or lower depending on the actual weight, dimensions, value, description, scope of work, schedule, mode of transport, handling requirements, method of packing and circumstances of the actual shipment. All rates in U.S. dollars.

PAYMENT REMITTANCE for services required in advance unless credit arrangements have been agreed upon in advance. Payments made by credit card are subject to a 6% convenience fee. Bank fees associated with payments made by SWIFT, ACH or wire transfer are for the account of the sender/payer.

PAY HERE

Payment Instructions:

Wire/ACH to: Bank of America, 100 W. 33rd St, New York, NY, 10001

Domestic Wire Routing Number: 026009593

International Wire Swift Code BOFAUS3N

ACH Routing Number: 071000039

To the credit of: Rock-it Cargo, 1002 Lititz Pike, Ste 238, Lititz, PA, 17543, Account Number 8670809862

COLIN MAY

DIRECTOR OF FAIRS & EVENTS

colin.may@rockitcargo.com

+1 (786) 848-2394 (m)

EMERGENCY & AFTER HOURS:

+1 (310) 410 0935 (o)

Ask for me by name to be connected.



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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ 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				

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

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.

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
RUSH	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
	c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318
	FOR: SECO
	Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Wednesday, January 29, 2025
	Last day freight can arrive without a surcharge: Tuesday, February 18, 2025

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

DIRECT TO SHOW SITE

RUSH

 **Shepard**

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313**

**FOR:
SECO**

MUST NOT BE DELIVERED PRIOR TO:
Wednesday, February 26, 2025 | 8:00AM

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: Wednesday, January 29, 2025

LAST DAY FREIGHT CAN ARRIVE: Friday, February 21, 2025

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35786	Crated ONLY		X	\$0.79	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, February 25, 2025

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35785	Crated		X	\$0.79	
35285	Uncrated		X	\$0.79	

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	

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

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

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.



Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- **One laborer**
- **One cart**
- **One trip** (per rate listed below)

Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

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.*

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$161.10	
35152	Booth to Dock ST		\$161.10	
35153	Dock to Booth OT		\$190.00	
35154	Booth to Dock OT		\$190.00	

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

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Exhibitor Service or your Event Management.

Step 2.

Contact Exhibitor Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

**All vehicles must be removed no later than:
 Sunday, March 2, 2025 | 11:00AM**

**Any vehicles left after that time are subject to removal
 by towing or other means. Exhibitors are responsible
 for all removal charges.**

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		\$200.00	

Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

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

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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

Vehicles:



ALLOWED POVs INCLUDE:

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck



These vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



NOT ALLOWED IN THE DOCK AREA:

- x Trailers of any kind
- x No Step Van/Box Truck
- x Full Size Vans



The vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load.



Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors.

Equipment and Materials:



Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.



ALLOWED:

- Hand Carried Boxes



NOT ALLOWED:

- x 2-wheel or 4-wheel Hand Carts
- x Pallet Jacks

Please refer to the Labor Rules and Regulations page for additional information and guidelines.

DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 7, 2025

* 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.

Step 1: Describe the work.

Uncrating Materials Spotting Equipment Booth Work/Ground Rigging

Will you need: Straps Extended Blades Weight of Heaviest Piece: _____

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35028	ST Hourly Rental		\$282.90	\$353.65	
35039	OT Hourly Rental		\$317.50	\$396.90	
35067	DT Hourly Rental		\$380.00	\$475.00	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35029	ST Hourly Rental		\$566.40	\$708.00	
35049	OT Hourly Rental		\$635.00	\$793.75	
35069	DT Hourly Rental		\$760.00	\$950.00	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35455	ST Hourly Rental		\$575.00	\$718.75	
35456	OT Hourly Rental		\$793.75	\$992.20	
35457	DT Hourly Rental		\$950.00	\$1,187.50	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35035	ST Hourly Rental		\$690.00	\$862.50	
35066	OT Hourly Rental		\$952.50	\$1,190.65	
35070	DT Hourly Rental		\$1,140.00	\$1,425.00	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35255	ST Hourly Rental		\$920.00	\$1,150.00	
35256	OT Hourly Rental		\$1,270.00	\$1,587.50	
35257	DT Hourly Rental		\$1,520.00	\$1,900.00	

FORKLIFT RENTAL - 4 STAGE					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35593	ST Hourly Rental		\$345.00	\$431.25	
35594	OT Hourly Rental		\$476.25	\$595.30	
35595	DT Hourly Rental		\$570.00	\$712.50	

IN BOOTH SCISSOR LIFTS					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
68120	Scissor Lift Install		\$707.25	\$884.05	
68121	Scissor Lift Removal		\$707.25	\$884.05	

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

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35085	ST Hourly Rental		\$125.00	\$156.25	
35086	OT Hourly Rental		\$187.50	\$234.40	
35099	DT Hourly Rental		\$250.00	\$312.50	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35087	ST Hourly Rental		\$121.10	\$151.40	
35100	OT Hourly Rental		\$180.60	\$225.75	
35101	DT Hourly Rental		\$200.00	\$250.00	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

Accessible Storage: Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved.

Secured Storage: Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 2. Choose the type of storage to fit your needs.

For either storage options, there is no charge to return items back to your booth at the end of the event.

Accessible Storage

STEP 1:

CODE	ITEM	QTY		COST PER DAY		NUMBER OF DAYS		EST TOTAL 1
35166	Pallets/Skids		X	\$35.00	X		=	
35349	1/2 Trailer		X	\$80.00	X		=	
35348	Full Trailer		X	\$120.00	X		=	

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.00	X		=	
35100	Labor - Overtime	\$150.00	X		=	
35101	Labor - Double Time	\$200.00	X		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1	+	EST TOTAL 2	=	EST STORAGE TOTAL

Secure Storage

STEP 1:

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED		NUMBER OF DAYS		EST TOTAL 1
35068	.80	X		X		=	

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.00	X		=	
35100	Labor - Overtime	\$150.00	X		=	
35101	Labor - Double Time	\$200.00	X		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1	+	EST TOTAL 2	=	EST STORAGE TOTAL

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

Pricing

- Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

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

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **WILL NOT** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Ship to another destination via Shepard Logistics* Transport to another Shepard event*

*Additional fees will apply

Pick-up is arranged with another carrier: _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage items will not be stored or released without a valid credit card on file.

PRINTED NAME: _____



Email completed form to: orders@shepardes.com

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

* 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		\$105.95	\$132.45	
47044	Daily		\$192.64	\$240.80	

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	

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



SECO

Georgia World Congress Center | Atlanta, GA
February 28 - March 1, 2025

BULK WASTE REMOVAL

G189020325

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

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

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

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



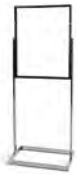
Horizontal Tackboard
#50060
4' x 8'
Black Legs, Grey Fabric



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



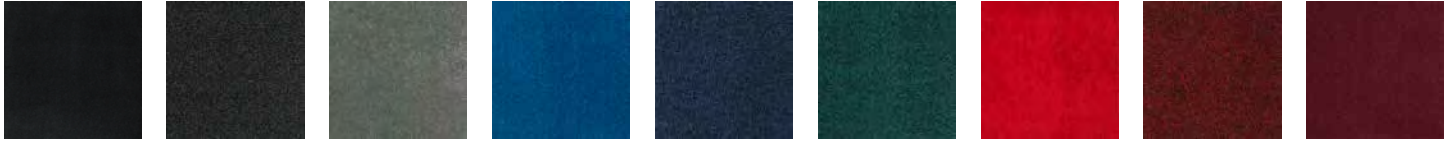
4' Quarterview Showcase
#50069

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

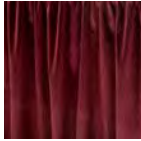
SKIRT & DRAPE

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



Red



Burgundy



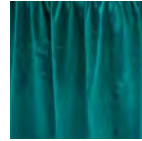
Gold



Green



Blue



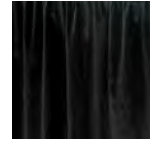
Teal



White



Grey



Black

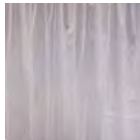
SKIRT - SPANDEX



Red



Blue

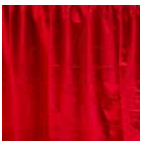


White

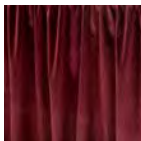


Black

DRAPE



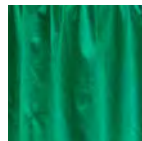
Red



Burgundy



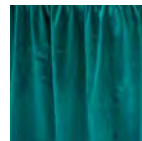
Gold



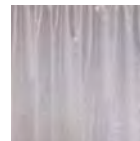
Green



Blue



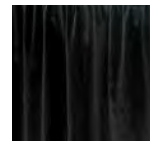
Teal



White



Grey



Black

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

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

Tables

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

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

CODE	ITEM	QTY	COLOR	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			\$156.85	\$207.45	
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	\$81.00	\$128.35	
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

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

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

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)

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

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

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: WEDNESDAY, JANUARY 29, 2025**

* 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
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$11.85	\$14.80	

AVAILABLE COLORS: Black (06), Dark Grey (35), Silver Dollar (34), Sand (33), White (03), Electric Blue (91), Navy (22), Crimson(74) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$15.35	\$19.20	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.60	\$7.00	

AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood (25), Walnut (39), Barnwood(85) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.50	\$10.65	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.45	\$9.30	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$21.05	\$26.30	

100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Black (06) , Deep Navy (22) , Silver Cloud (18), Charcoal (17), Red (01), Beige (14) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 10'			\$267.95	\$354.35	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$540.20	\$675.25	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$810.25	\$1,012.80	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$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	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.75	\$7.20	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.30	\$6.65	
50582	Special Cut 900+ Sq. Ft. 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	1/2" Padding		\$1.55	\$1.95	
50008	1" Padding		\$2.95	\$3.70	
50010	Visqueen		\$0.40	\$0.50	

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

Interested in Elevated Hardwood? Contact us for a quote at: 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.

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

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](#).



ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

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

Sign prices are based on customer supplying print-ready graphics in the requested format. Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70009	22" x 28" Vertical		\$224.50	\$280.65	
70010	22" x 28" Horizontal		\$224.50	\$280.65	
70011	28" x 44" Vertical		\$341.95	\$427.45	
70012	28" x 44" Horizontal		\$341.95	\$427.45	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$692.00	\$865.00	
70138	39" x 84" Meter Board, Ultraboard		\$402.00	\$502.50	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70065	Vertical with Grommets		\$28.45	\$35.55	
70071	Horizontal with Grommets		\$28.45	\$35.55	
70066	Vertical with Pockets		\$30.65	\$38.30	
70072	Horizontal with Pockets		\$30.65	\$38.30	

Table Clings

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$238.80	\$298.50	

Accessories

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$60.95	\$76.20	
70021	Velcro/per ft. (Minimum of 5)		\$3.90	\$4.90	
70004	7" x 44" ID Sign		\$67.15	\$83.95	
50094	Floor Easel		\$60.20	\$75.25	
50095	22" x 28" Chrome Sign Holder		\$137.00	\$171.25	
50508	Cardboard Meter Board Base, Black		\$26.75	\$33.45	

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available once ordered.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

SECO

Georgia World Congress Center | Atlanta, GA

G189020325

February 28 - March 1, 2025

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

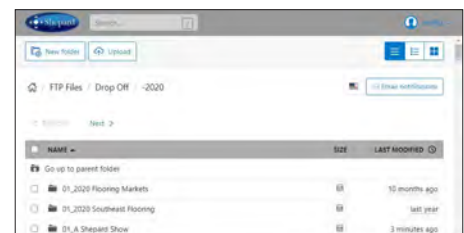
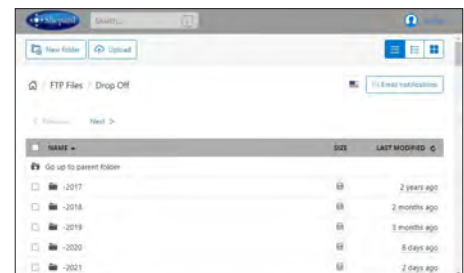
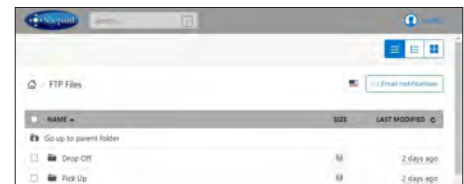
Before Sending Files

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.
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 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 .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

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

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

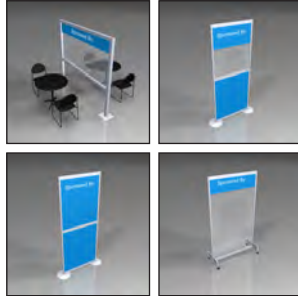
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$414.80	\$518.50	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$510.50	\$638.15	
66653	Curved Plexi Shield (CVPS3) 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	Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$638.10	\$797.65	
66655	Plexi/Trovicel Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$446.70	\$558.40	
66656	Trovicel/Trovicel Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$382.85	\$478.55	
66657	Plexi Rolling Baffle (CVDW4) 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	Sanitizer Kiosk A (CVSKI) 40" (l) x 36" (h)		\$478.65	\$598.30	

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

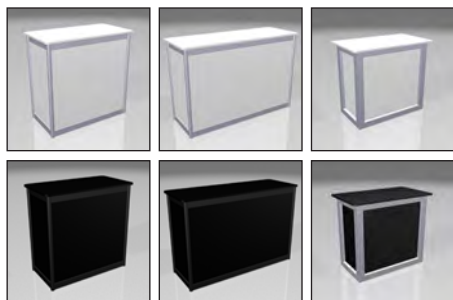
ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

* 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:

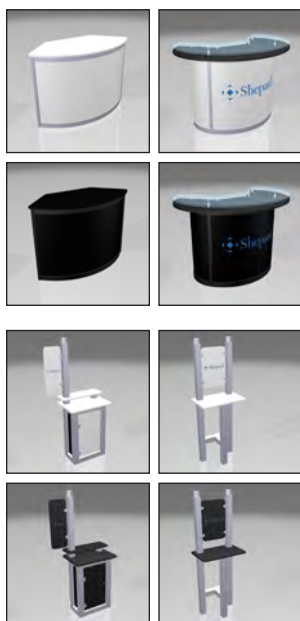
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	DISCOUNT	REGULAR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) <i>Graphic Sizes: 968mm x 898mm</i>			\$1,049.55	\$1,049.55	\$1,311.95
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) <i>Graphic Size: 1463mm x 898mm</i>			\$1,273.60	\$1,273.60	\$1,592.00
6628403(w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) <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) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) <i>Graphic Size: 1530mm x 898mm</i>			\$1,079.30	\$1,079.30	\$1,349.15
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) <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) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) <i>Graphic Size: 250mm x 700mm</i>			\$1,361.60	\$1,361.60	\$1,702.00
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) <i>Graphic Size: 380mm x 580mm</i>			\$793.65	\$793.65	\$992.05

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.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

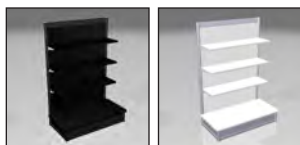
ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

* 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) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d)			\$735.50	\$919.40
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) <i>Graphic Sizes: 674mm x 1682mm</i>			\$727.05	\$908.80
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) <i>Graphic Sizes: 674mm x 1682mm</i>			\$1,253.20	\$1,566.50

Showcases

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)			\$1,416.00	\$1,770.00
6627203 (w) 6627206 (b)	Square Showcase (Square) 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	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) <i>Graphic Size: 380mm x 710mm</i>		Black ONLY	\$2,405.75	\$3,007.20

Perforated/Peg Boards

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

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

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: _____

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

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Turnkey Rental Designs Make Exhibiting Easier!

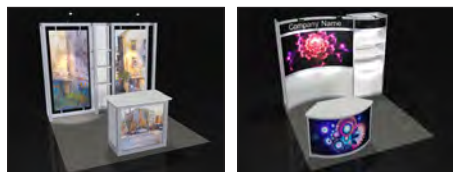
Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

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



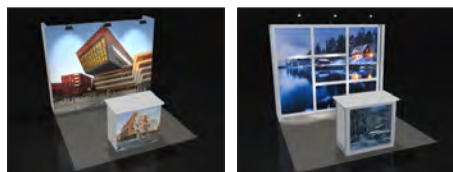
The Pierce

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	

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.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

* 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

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

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: _____

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

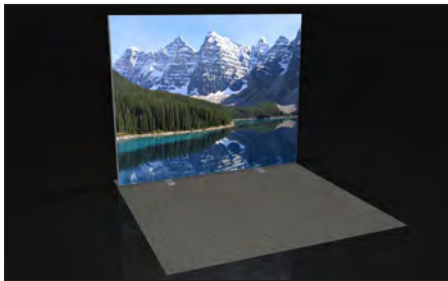
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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.

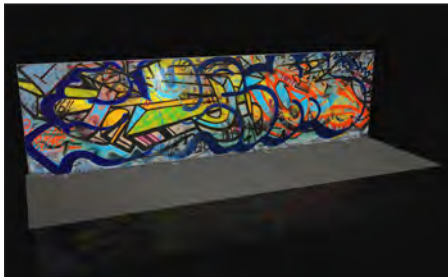
Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

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

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

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: _____

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

* 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.

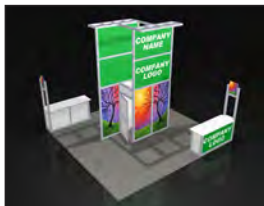
Please contact an Exhibit Team member with any questions.



The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66494	The Monroe		\$10,867.30	\$13,584.15	
66368	The Washington		\$15,595.95	\$19,494.95	
66495	The Tyler		\$11,605.70	\$14,507.15	
66496	The Garfield		\$11,365.05	\$14,206.30	

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

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: _____

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

* 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.

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

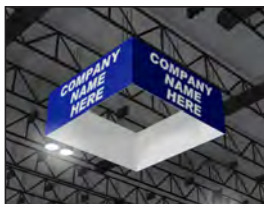
All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

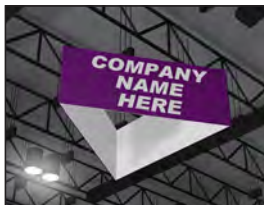
** Rigging not included



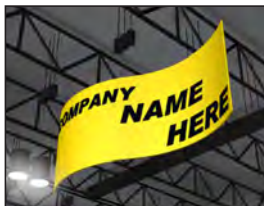
Circle



Square



Triangle



Wave

Circle Hanging Signs

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,844.00	\$8,555.00	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$10,877.40	\$13,596.75	

Square Hanging Sign

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,322.25	\$10,402.80	

Triangle Hanging Sign

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,734.40	\$8,418.00	

Wave Hanging Signs

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,965.75	\$3,707.20	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,946.50	\$4,933.15	

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

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: _____

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

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

ADVANCED WAREHOUSE	 ADVANCED WAREHOUSE HANGING SIGN
	TO: <hr/> <p>(Exhibiting Company Name)</p> <hr/> <p>(Exhibiting Company Booth Number)</p> <p>c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318</p> <p>FOR: SECO</p>
RUSH	<hr/> <p>Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Wednesday, January 29, 2025 Last day freight can arrive without a surcharge: Tuesday, February 18, 2025</p>

HANGING SIGNS 101

THINGS TO KNOW.

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

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

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

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

Signs weighing over 200 pounds may require a motor and other additional charges.

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

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

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

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

If you require a reflective ceiling plot (RCP). We can design one for you for an additional design fee.

Hanging Sign Checklist

- Submit Method of Payment Online
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Tuesday, February 18, 2025**

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

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

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

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

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

**Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313
SHEPARD EXPOSITION SERVICES**

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

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

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

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Step 1. Tell us about your hanging sign.

TYPE: Cloth Wood Truss Metal
 Other: _____

SHAPE: Circle Square Triangle Rectangle
 Other: _____

WEIGHT: _____

DIMENSIONS: _____ x _____

Step 2. Order assembly/disassembly labor.

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

Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69150	ST		\$101.88	\$127.35	
69151	OT		\$152.81	\$191.00	
69152	DT		\$203.75	\$254.70	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69153	ST		\$101.88	\$127.35	
69154	OT		\$152.81	\$191.00	
69155	DT		\$203.75	\$254.70	

REQUESTED DATE OF ASSEMBLY: _____
REQUESTED START TIME: _____
HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Labor Hours

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____
CONTACT NAME: _____
EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

Important Information

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

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

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

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

Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69190	ST		\$132.44	\$165.55	
69191	OT		\$198.66	\$248.30	
69192	DT		\$264.88	\$331.10	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69193	ST		\$132.44	\$165.55	
69194	OT		\$198.66	\$248.30	
69195	DT		\$264.88	\$331.10	

REQUESTED DATE OF ASSEMBLY: _____
REQUESTED START TIME: _____
HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

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

ONLINE DEADLINE: *FRIDAY, FEBRUARY 7, 2025

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

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

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Labor Hours

Straight Time (ST):

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

Overtime (OT):

Monday - Friday | 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.

Important Information

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

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

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

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

Step 1. Tell us about your hanging sign.

TYPE: Cloth Wood Truss Metal
 Other: _____

SHAPE: Circle Square Triangle Rectangle
 Other: _____

DIMENSIONS: Length: _____ Height: _____ Width: _____

WEIGHT: _____

Step 2. Order overhead rigging crew.

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

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

OVERHEAD RIGGING INSTALLATION & REMOVAL					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	EST. TOTAL
69156	Rigging Install		\$707.25	\$884.05	
69157	Rigging Removal		\$707.25	\$884.05	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: overheadrigging@shepardes.com

ONLINE DEADLINE:* WEDNESDAY, JANUARY 29, 2025

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

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

Truss**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$32.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$32.00	
69038	12" Silver Corner Block		\$96.00	\$120.00	
6903806	12" Black Corner Block		\$96.00	\$120.00	
70067	Design Fee (Hourly)		\$179.20	\$224.00	

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

Truss Details QTY: _____ SIZE: _____

Motors

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$569.10	\$711.40	
69016	Half Ton Hoist/Chain Motor		\$505.10	\$631.40	
69019	Rotating Motor 500 LB Limit		\$537.10	\$671.40	
69020	Rotating Motor 200 LB Limit		\$313.05	\$391.30	

Rotate Clockwise (right) Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

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

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: overheadrigging@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.

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

* 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	\$98.80	\$123.50	
68067	OT	\$148.20	\$185.25	
68068	DT	\$197.60	\$247.00	

DISMANTLE LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68070	ST	\$98.80	\$123.50	
68071	OT	\$148.20	\$185.25	
68072	DT	\$197.60	\$247.00	

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

IN BOOTH SCISSOR LIFTS					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
68120	Scissor Lift Install		\$707.25	\$884.05	
68121	Scissor Lift Removal		\$707.25	\$884.05	

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?

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

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: _____

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)

ONLINE DEADLINE:* FRIDAY, FEBRUARY 7, 2025

* 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.*

Exhibitor Supervised Labor

INSTALL LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68060	ST	\$76.00	\$95.00	
68061	OT	\$114.00	\$142.50	
68062	DT	\$152.00	\$190.00	

DISMANTLE LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68063	ST	\$76.00	\$95.00	
68064	OT	\$114.00	\$142.50	
68065	DT	\$152.00	\$190.00	

** 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%
AMOUNT DUE	\$ _____

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