

Shepard

EXHIBITOR SERVICE MANUAL



USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH
March 6 - 8, 2025

1111770325



SHOW INFORMATION

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH
March 6 - 8, 2025

111770325

Booth Package

Items provided in your booth, per exhibitor:

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

Table Package

Items provided in your booth, per exhibitor:

- 6' x 30" Skirted Table - Black
- 2 Side Chairs
- 1 Wastebasket
- 7" x 44" Cardstock Identification Sign

Floor covering is mandatory per the Show Organizers guidelines. Booth spaces without carpet on Wednesday, March 5, 2025 at 8:00PM will have it automatically installed at the exhibitor's expense.

Show Colors

Show Drape Color(s): Grey

Aisle Carpet Color: Cayenne

Exhibit Show Schedule

TARGETED EXHIBITOR MOVE-IN

Monday, March 3, 2025 • 2:00PM to 6:00PM

By appointment only

GENERAL EXHIBITOR MOVE-IN

Tuesday, March 4, 2025 • 8:00AM to 8:00PM

Wednesday, March 5, 2025 • 8:00AM to 8:00PM

EXHIBIT HOURS

Thursday, March 6, 2025 • 11:00AM to 6:00PM

Friday, March 7, 2025 • 11:00AM to 6:00PM

Saturday, March 8, 2025 • 10:00AM to 2:00PM

EXHIBITOR MOVE OUT

Saturday, March 8, 2025 • 2:00PM to 8:00PM*

Sunday, March 9, 2025 • 8:00AM to 12:00PM

**Exhibitors in booths 800 - 1300 and all table top booths must be clear by Saturday, March 8, 2025 at 8:00PM.*

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Sunday, March 9, 2025 | 10:00AM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Tuesday, February 4, 2025

Exhibitor Appointed Contractor Notification Deadline

Tuesday, February 4, 2025

First Day for Warehouse Deliveries Without a Surcharge

Tuesday, February 4, 2025

Discount Price Deadline for Standard Shepard Orders

Thursday, February 13, 2025

Last Day for Warehouse Deliveries Without a Surcharge

Monday, February 24, 2025

Last Day for Warehouse Deliveries*

Friday, February 28, 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

Tuesday, March 4, 2025 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

USITT Conference & Stage Expo

TForce - Shepard Exposition Services

3400 Refugee Rd

Columbus, OH 43232

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

USITT Conference & Stage Expo

Greater Columbus Convention Center

500 North High Street

Columbus, OH 43215



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INFORMATION

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Monday, March 3, 2025 • 2:00PM to 6:00PM
Tuesday, March 4, 2025 • 8:00AM to 8:00PM
Wednesday, March 5, 2025 • 8:00AM to 8:00PM
Thursday, March 6, 2025 • 11:00AM to 6:00PM
Friday, March 7, 2025 • 11:00AM to 6:00PM
Saturday, March 8, 2025 • 10:00AM to 8:00PM
Sunday, March 9, 2025 • 8:00AM to 12:00PM

Exhibitor Move Out

Saturday, March 8, 2025 • 2:00PM to 8:00PM
Sunday, March 9, 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 9, 2025 | 10:00AM**.

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 9, 2025 | 10:00AM**.

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

Greater Columbus Convention Center
500 North High Street
Columbus, OH 43215

UTILITY & ANCILLARY VENDORS

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

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ELECTRICAL & PLUMBING SERVICES

[Greater Columbus Convention Center](#)

BOOTH CLEANING

[Greater Columbus Convention Center](#)

OVERHEAD RIGGING

[Greater Columbus Convention Center](#)

CATERING

[Greater Columbus Convention Center](#)

INTERNET/WIFI

[Greater Columbus Convention Center](#)



USITT Conference & Stage Expo

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MOVE OUT NOTICE

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USITT Conference & Stage Expo Move Out Notice

The USITT Conference & Stage Expo will end at 2:00PM, on Saturday, March 8, 2025. Please don't pack up your booth before 2:00PM 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 8, 2025 • 2:00PM to 8:00PM

Sunday, March 9, 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 9, 2025 | 10:00AM. 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 9, 2025 | 10:00AM, 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 9, 2025 | 10:00AM, 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 9, 2025 | 10:00AM 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:

Greater Columbus Convention Center
500 North High Street
Columbus, OH 43215



BUDGET BOOTH PACKAGE

USITT Conference & Stage Expo

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Greater Columbus Convention Center | Columbus, OH

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ONLINE & DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 2025

Step 1: Select Package

Booth Package A (50177)

Each package includes:

- 1 - 6'L x 24"W x 30"H Skirted Table (choose color below) 50046
- 2 - Upholstered Side Chairs 50020
- 1 - Wastebasket 50091
- 1- 10 x 10 Carpet (choose color in next step) 50255
- 1/2" Carpet Padding 50009

NO substitutions will be accepted

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
50177	Package A		\$495.00	\$618.00	

Booth Package B (50178)

Each package includes:

- 1 - 6'L x 24"W x 30"H Skirted Table (choose color below) 50046
- 2 - Upholstered Side Chairs 50020
- 1 - Wastebasket 50091
- 1- 10 x 20 Carpet (choose color in next step) 50256
- 1/2" Carpet Padding 50009

NO substitutions will be accepted

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
50178	Package B		\$615.00	\$720.00	

Booth Package C (50179)

Each package includes:

- 1 - 6'L x 24"W x 42"H Skirted Table (choose color below) 50047
- 2 - Stools with Back 50024
- 1 - Wastebasket 50091
- 1- 10 x 10 Carpet (choose color in next step) 50255
- 1/2" Carpet Padding 50009

NO substitutions will be accepted




CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
50179	Package C		\$495.00	\$618.00	

Step 2: Select Table and Carpet Colors

Step A. Choose your carpet color.

<input type="checkbox"/>		Red (01)	<input type="checkbox"/>		Teal (13)
<input type="checkbox"/>		Blue (05)	<input type="checkbox"/>		Tuxedo (50)
<input type="checkbox"/>		Black (06)	<input type="checkbox"/>		Burgundy (07)

Step B. Choose your table skirt color.

<input type="checkbox"/>		Red (01)	<input type="checkbox"/>		Gold (04)
<input type="checkbox"/>		Blue (05)	<input type="checkbox"/>		Green (02)
<input type="checkbox"/>		Black (06)	<input type="checkbox"/>		Teal (13)
<input type="checkbox"/>		Burgundy (07)	<input type="checkbox"/>		Grey (10)
<input type="checkbox"/>		White (03)			

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____



Email completed form to: customerservice@shepardes.com

shepardes.com



BUDGET BOOTH PACKAGE

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ONLINE & DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 2025

Step 1: Select Package

Booth Package D (50180)

Each package includes:

- 1 - 8'L x 24"W x 30"H Skirted Table (choose color below) 50050
- 2 - Stools with Back 50024
- 1 - Wastebasket 50091
- 1- 10 x 20 Carpet (choose color in next step) 50256
- 1/2" Carpet Padding 50009

NO substitutions will be accepted

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
50180	Package D		\$615.00	\$720.00	

Booth Package E (50181)

Each booth package includes:

- 1 - 30" Pedestal Table 50032 (no skirt)
- 4 - Upholstered Side Chairs 50020
- 1 - Wastebasket 50091
- 1- 10 x 10 Carpet (choose color in next step) 50255
- 1/2" Carpet Padding 50009

NO substitutions will be accepted

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
50181	Package E		\$495.00	\$618.00	

Booth Package F (50182)

Each booth package includes:

- 1 - 30" Pedestal Table 50032 (no skirt)
- 4 - Upholstered Side Chairs 50020
- 1 - Wastebasket 50091
- 1- 10 x 20 Carpet (choose color in next step) 50256
- 1/2" Carpet Padding 50009

NO substitutions will be accepted


CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
50182	Package F		\$615.00	\$720.00	

Step 2: Select Table and Carpet Colors

Step A. Choose your carpet color.

<input type="checkbox"/>		Red (01)	<input type="checkbox"/>		Teal (13)
<input type="checkbox"/>		Blue (05)	<input type="checkbox"/>		Tuxedo (50)
<input type="checkbox"/>		Black (06)	<input type="checkbox"/>		Burgundy (07)

Step B. Choose your table skirt color

<input type="checkbox"/>		Red (01)	<input type="checkbox"/>		Gold (04)
<input type="checkbox"/>		Blue (05)	<input type="checkbox"/>		Green (02)
<input type="checkbox"/>		Black (06)	<input type="checkbox"/>		Teal (13)
<input type="checkbox"/>		Burgundy (07)	<input type="checkbox"/>		Grey (10)
<input type="checkbox"/>		White (03)			

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____



Email completed form to: customerservice@shepardes.com

shepardes.com

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 = **USITT25**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at parse@shepardes.com.
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.

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

Discount Pricing Deadlines

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

Online: Thursday, February 13, 2025 All paid orders placed online prior to the deadline date.

Discount Deadline: Thursday, February 13, 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: **USITT Conference & Stage Expo**

EVENT CODE: **1111770325**

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

USITT Conference & Stage Expo

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March 6 - 8, 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-weighted weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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



THIRD PARTY PAYMENT

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

111770325

DEADLINE: TUESDAY, FEBRUARY 4, 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.



EXHIBITOR APPOINTED CONTRACTOR (EAC)

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

111770325

DEADLINE: TUESDAY, FEBRUARY 4, 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.

With Shepard, You Can.

TARGET INFORMATION

FIND YOUR TARGET DATE.

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

111770325

March 6 - 8, 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.

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 28, 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 28, 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 CONFIRMATION

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

111770325

TARGET DEADLINE: THURSDAY, FEBRUARY 13, 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:

Thursday, February 13, 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



Email completed form to: targets@shepardes.com

shepardes.com



TARGET CHANGE REQUEST

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

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TARGET DEADLINE: THURSDAY, FEBRUARY 13, 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:

Thursday, February 13, 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: _____



Email completed form to: targets@shepardes.com

shepardes.com

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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



Material Handling

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



Value-Added Services

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



SHEPARD LOGISTICS SERVICES (SLS)

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

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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.**

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

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

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



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

Please contact us today
for a free quotation.

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

Canada

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

China

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

Denmark

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

Germany

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

Hong Kong

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

Italy

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

Japan

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

Korea

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

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

Singapore

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

Spain

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

Taiwan

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

Turkey

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

United Arab Emirates

DSV Fairs & Events, Solutions
Level 15, Office No. 07-08
Sheikh Rashid Tower
Dubai World Trade Centre
P.O.Box 36683, Dubai, UAE
Contact: Nilofer Sayeed
Tel: + 971 4 813 1487 / 813 1210
Mobile: + 971 56 6833914
Email: nilofer.sayeed@dsv.com

United Kingdom

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

DSV Fairs & Events, Solutions USA

Contact: Kelly O'Neill-Exley
Product Specialist

Email: kelly.oneill@dsv.com

Main Office: + 1 786 577 6750

Mobile: +1 404 432 8835

www.dsv.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

ORDER ONLINE!

1111770325

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				

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Carpet (color)				
	Monitors				
	Other				
TOTAL					

Is there a loading dock? ☐ Yes ☐ No

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

Residential contact name _____ Phone Number _____

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

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

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

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, \$1500 minimum charge per shipment

In order to process your order, we require payment on file. Please complete the Method of Payment and return to Shepard Exposition Services.

If you have already placed an order with Shepard, we will automatically use the credit card on file for your company. For shipments going into or out of Canada, we must have the Commercial Invoice and the Custom Brokers contact information before we can finalize your shipment.



Email completed form to: orders@shepardes.com

shepardes.com



ADVANCED SHIPPING LABEL

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

1111770325

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
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	TForce - Shepard Exposition Services 3400 Refugee Rd Columbus, OH 43232
	FOR: USITT Conference & Stage Expo
	Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, February 4, 2025
	Last day freight can arrive without a surcharge: Monday, February 24, 2025



DIRECT SHIPPING LABEL


USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

1111770325

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	 Shepard
	DIRECT TO SHOW SITE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o Shepard Exposition Services Greater Columbus Convention Center 500 North High Street Columbus, OH 43215
	FOR: USITT Conference & Stage Expo

	MUST NOT BE DELIVERED PRIOR TO: Tuesday, March 4, 2025 8:00AM



USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

ORDER ONLINE!

ALL INCLUSIVE MATERIAL HANDLING RATES

1111770325

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 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: Tuesday, February 4, 2025

LAST DAY FREIGHT CAN ARRIVE: Friday, February 28, 2025

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35786	Crated ONLY		X	\$1.96	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, March 3, 2025

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35785	Crated		X	\$1.96	
35285	Uncrated		X	\$1.96	

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)	7.50%
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

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.



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POV SERVICE

1111770325



Please check in with Shepard's Exhibitor Service Center upon your arrival. Exhibitors may unload the entire contents of their personal vehicles (POV) without the assistance of hired labor if they arrive in a Class 1 vehicle with no trailer. However, if you arrive in a vehicle class that requires hiring labor you will be charged at the following rates. Changes from POV to material handling will be at the discretion of the onsite freight manager.

***This service does not include couriers, carriers, or any item delivered by a third party. Please refer to Material Handling Rates for pricing.*

Vehicle Type:	Per Round Trip:	Date:	Time In:	Time Out:
Class 1 Vehicles (Optional service, 35335)	\$295.00			
Class 2 Sprinter Vans *500 cubic feet or less (Optional Service, 35339)	\$1,200.00			
Class 3 Vehicles Pulling Trailers (Required Service, 35336)	\$1,800.00			
Class 4 Vehicles Pulling Trailers *Including box trucks, sprinters, and vans over 500 cubic feet (Required Service, 35337)	\$3,500.00			
Vehicles over 18' (Required Service, 35338)	Quoted Upon Request			

Important Information:

Any vehicle not included in the above list falls under our regular material handling rates.

Charges are roundtrip rate only. No discounts for one-way.

Maximum 1 person for 1 hour of inbound service. Maximum 1 person for 1 hour of outbound service.

After 1 hour, charges will be assessed at a cost of \$55.00 per 1/2 hour increments.

To order this service, please indicate type of vehicle, complete the information box at the top, and return with full payment to Shepard Exposition Services.

Exhibitor is responsible for ensuring all items have been loaded into the vehicle. Shepard Exposition Services is not responsible for items left in the facility.

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

shepardes.com


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CARTLOAD SERVICE

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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 | 5:00PM - Midnight. Saturday and Sunday 8:00AM - Midnight.

Double Time (DT): All hours between Midnight - 8:00AM. Holidays.

Holidays: New Years Day, MLK Day, Presidents Day, Easter, Columbus Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve Day, Christmas, New Years Eve.

**These Holidays only apply in certain cities.*

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$166.00	
35152	Booth to Dock ST		\$166.00	
35153	Dock to Booth OT		\$229.00	
35154	Booth to Dock OT		\$229.00	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%

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
shepardes.com


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MOBILE SPOTTING FEE

1111770325

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 9, 2025 | 10:00AM

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>	7.50%
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: _____



Email completed form to: orders@shepardes.com

shepardes.com

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.



FORKLIFTS & GROUND RIGGING

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DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 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 | 5:00PM - Midnight. Saturday and Sunday 8:00AM - Midnight.

Double Time (DT):

All hours between Midnight - 8:00AM. Holidays.

Holidays:

New Years Day, MLK Day, Presidents Day, Easter, Columbus Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve Day, Christmas, New Years Eve.

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		\$256.00	\$320.00	
35039	OT Hourly Rental		\$366.25	\$457.80	
35067	DT Hourly Rental		\$445.00	\$556.25	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35029	ST Hourly Rental		\$512.00	\$640.00	
35049	OT Hourly Rental		\$732.50	\$915.65	
35069	DT Hourly Rental		\$890.00	\$1,112.50	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35455	ST Hourly Rental		\$640.00	\$800.00	
35456	OT Hourly Rental		\$915.65	\$1,144.55	
35457	DT Hourly Rental		\$1,112.50	\$1,390.65	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35035	ST Hourly Rental		\$768.00	\$960.00	
35066	OT Hourly Rental		\$1,098.75	\$1,373.45	
35070	DT Hourly Rental		\$1,335.00	\$1,668.75	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,024.00	\$1,280.00	
35256	OT Hourly Rental		\$1,465.00	\$1,831.25	
35257	DT Hourly Rental		\$1,780.00	\$2,225.00	

FORKLIFT RENTAL - 4 STAGE					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35593	ST Hourly Rental		\$384.00	\$480.00	
35594	OT Hourly Rental		\$549.40	\$686.75	
35595	DT Hourly Rental		\$667.50	\$834.40	

IN BOOTH SCISSOR LIFTS					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
68120	Scissor Lift Install		\$814.30	\$1,017.90	
68121	Scissor Lift Removal		\$814.30	\$1,017.90	

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		\$157.50	\$196.90	
35086	OT Hourly Rental		\$236.25	\$295.30	
35099	DT Hourly Rental		\$315.00	\$393.75	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35087	ST Hourly Rental		\$126.00	\$157.50	
35100	OT Hourly Rental		\$189.00	\$236.25	
35101	DT Hourly Rental		\$252.00	\$315.00	

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)	7.50%
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

shepardes.com



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ON-SITE STORAGE

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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	\$126.00	X		=	
35100	Labor - Overtime	\$189.00	X		=	
35101	Labor - Double Time	\$252.00	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	\$126.00	X		=	
35100	Labor - Overtime	\$189.00	X		=	
35101	Labor - Double Time	\$252.00	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: _____



USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

ORDER ONLINE!

WAREHOUSE STORAGE

1111770325

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 (All tax rates are subject to change) 7.50%

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

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



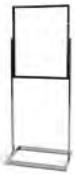
Horizontal Tackboard
#50060
4' x 8'
Black Legs, Grey Fabric



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

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EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

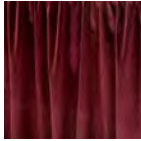
SKIRT & DRAPE

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

SKIRT



Red



Burgundy



Gold



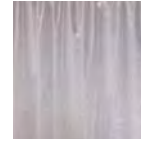
Green



Blue



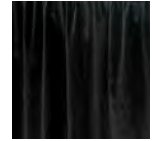
Teal



White



Grey



Black

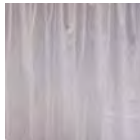
SKIRT - SPANDEX



Red



Blue

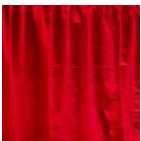


White

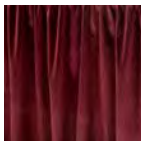


Black

DRAPE



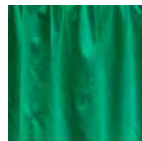
Red



Burgundy



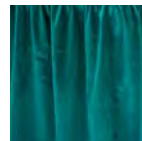
Gold



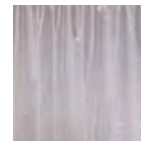
Green



Blue



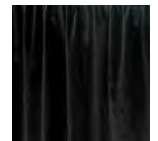
Teal



White



Grey



Black



STANDARD FURNISHINGS

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

1111770325

DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 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			\$172.55	\$215.70	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$212.05	\$265.05	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$268.85	\$336.05	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$209.70	\$262.15	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$268.55	\$335.70	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$316.00	\$395.00	
50052	4th Side Skirt for 30" High Table			\$104.90	\$131.15	
50171	4th Side Skirt for 42" High Table			\$104.90	\$131.15	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$117.15	\$146.45	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$139.70	\$174.65	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$164.75	\$205.95	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$131.85	\$164.80	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$164.75	\$205.95	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$183.80	\$229.75	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$264.00	\$330.00	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$264.00	\$330.00	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$138.90	\$173.65	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$138.90	\$173.65	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$360.95	\$451.20	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$376.30	\$470.40	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$299.60	\$374.50	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$299.60	\$374.50	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$299.60	\$374.50	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$299.60	\$374.50	

Seating

CODE	ITEM	QTY	COLOR	ADVANCE	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$106.75	\$133.45	
50021	Arm Chair Grey Fabric		n/a	\$145.65	\$182.05	
50024	Stool with Back Grey Fabric		n/a	\$177.40	\$221.75	
51086	Director's Chair Black Fabric		n/a	\$110.15	\$137.70	
51090	Director's Stool Black Fabric		n/a	\$197.20	\$246.50	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$215.05	\$268.80	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$176.60	\$220.75	

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) 7.50%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

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SPECIALTY, DISPLAYS & DRAPERY

USITT Conference & Stage Expo

1111770325

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 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	\$19.00	
50094	Floor Easel, Chrome		n/a	\$59.15	\$73.95	
50245	Literature Rack Silver, Glass		n/a	\$218.15	\$272.70	
50175	Bag Rack, Chrome		n/a	\$288.85	\$361.05	
50092	Coat Rack, Chrome		n/a	\$102.60	\$128.25	
50093	Garment Rack, Chrome		n/a	\$288.85	\$361.05	
50427	Tensabarrier, Per Stem, Black		n/a	\$121.85	\$152.30	
51087	Sand Bag		n/a	\$27.50	\$34.40	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$134.55	\$168.20	
50185	Drawing Bowl, Clear		n/a	\$54.25	\$67.80	
50296	4' x 12" Display Riser White and Black		n/a	\$122.00	\$152.50	
50297	6' x 12" Display Riser White and Black		n/a	\$151.80	\$189.75	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$460.70	\$575.90	
50067	4' Full View Showcase, White		n/a	\$1,088.50	\$1,360.65	
50068	6' Full View Showcase, White		n/a	\$1,200.50	\$1,500.65	
50069	4' Quarter View Showcase, White		n/a	\$1,088.50	\$1,360.65	
50070	6' Quarter View Showcase, White		n/a	\$1,200.50	\$1,500.65	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$352.50	\$440.65	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$352.50	\$440.65	
50236	Grids 2' x 8' with Legs, Each		n/a	\$260.35	\$325.45	
50237	Grid 2' x 8' without Legs, Each		n/a	\$195.00	\$243.75	
50242	7-Ball Waterfall for Grids		n/a	\$17.95	\$22.45	
50104	6" Hooks (12) for Peg Boards		n/a	\$57.35	\$71.70	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$27.65	\$34.55	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$20.50	\$25.65	
50088	8' Upright with Base		n/a	\$38.15	\$47.70	
52065	3' Upright with Base		n/a	\$38.15	\$47.70	
50349	6'-10' Crossbar		n/a	\$25.35	\$31.70	
50348	7'-12' Crossbar		n/a	\$25.35	\$31.70	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$23.65	\$29.55	

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)	7.50%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com


USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

FLOORING

1111770325

DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 2025

PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** TUESDAY, FEBRUARY 4, 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.			\$11.65	\$14.55	

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.			\$15.05	\$18.80	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.50	\$6.90	

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.			\$8.35	\$10.45	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.30	\$9.15	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$20.70	\$25.90	

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'			\$294.75	\$368.45	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$530.55	\$663.20	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$795.80	\$994.75	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,061.05	\$1,326.30	

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.			\$5.65	\$7.05	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.25	\$6.55	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.75	\$5.95	

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		\$2.90	\$3.65	
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.

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
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](#).





USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

GRAPHICS & SIGNS

1111770325

DISCOUNT DEADLINE:* TUESDAY, FEBRUARY 4, 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		\$220.50	\$275.65	
70010	22" x 28" Horizontal		\$220.50	\$275.65	
70011	28" x 44" Vertical		\$335.85	\$419.80	
70012	28" x 44" Horizontal		\$335.85	\$419.80	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$679.65	\$849.55	
70138	39" x 84" Meter Board, Ultraboard		\$394.85	\$493.55	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70065	Vertical with Grommets		\$27.95	\$34.95	
70071	Horizontal with Grommets		\$27.95	\$34.95	
70066	Vertical with Pockets		\$30.10	\$37.65	
70072	Horizontal with Pockets		\$30.10	\$37.65	

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>		\$234.50	\$293.15	

Accessories

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$59.85	\$74.80	
70021	Velcro/per ft. (Minimum of 5')		\$3.85	\$4.80	
70004	7" x 44" ID Sign		\$65.95	\$82.45	
50094	Floor Easel		\$59.15	\$73.95	
50095	22" x 28" Chrome Sign Holder		\$134.55	\$168.20	
50508	Cardboard Meter Board Base, Black		\$26.30	\$32.90	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
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: _____



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UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

1111770325

March 6 - 8, 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

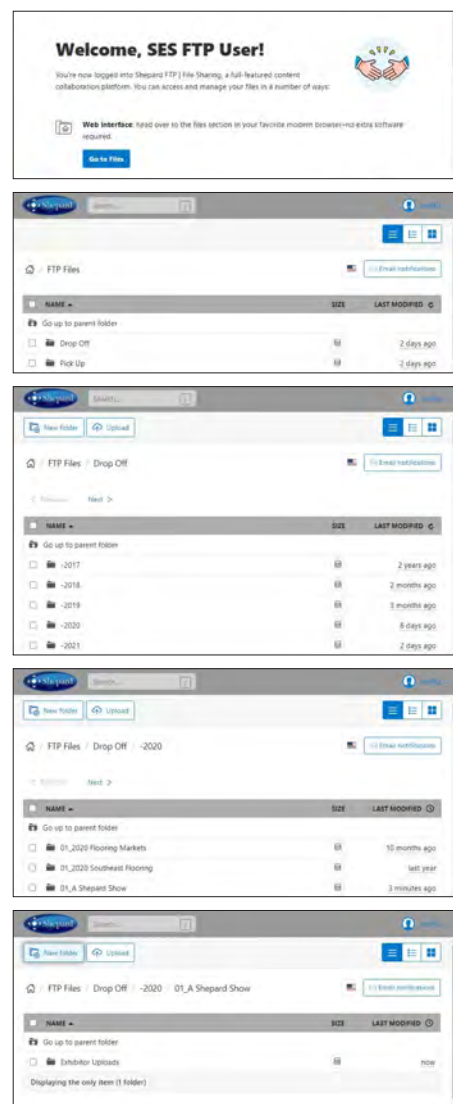
example: Shepard_Booth1905_Panel A.pdf

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



ORDER ONLINE!

SHIELDS & BARRIERS

USITT Conference & Stage Expo

1111770325

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March 6 - 8, 2025

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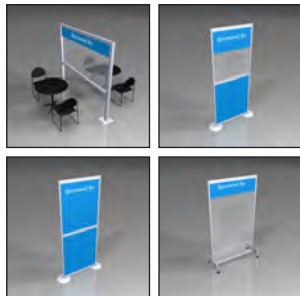
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$407.40	\$509.25	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$501.40	\$626.75	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$626.75	\$783.45	



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		\$626.75	\$783.45	
66655	Plexi/Trovel Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$438.75	\$548.45	
66656	Trovel/Trovel Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$376.05	\$470.05	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$783.40	\$979.25	



Sanitizer Kiosk

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$470.10	\$587.65	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
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 30 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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EXHIBIT COUNTER RENTALS

USITT Conference & Stage Expo

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March 6 - 8, 2025

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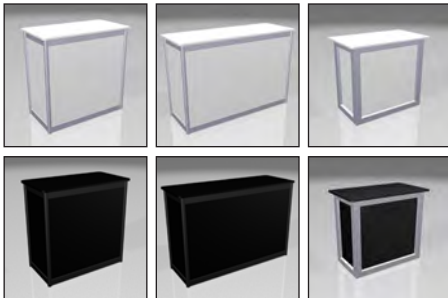
DISCOUNT ONLINE DEADLINE:* TUESDAY, FEBRUARY 4, 2025

* 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:

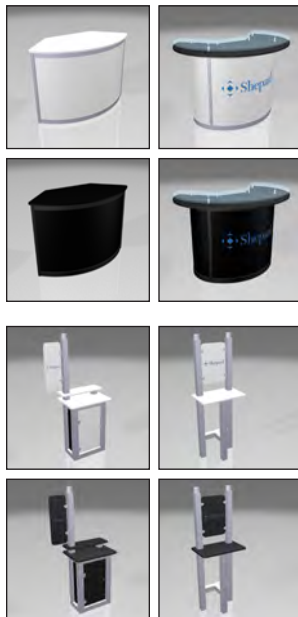
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



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) Graphic Sizes: 968mm x 898mm			\$1,030.80	\$1,030.80	\$1,288.50
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm			\$1,250.85	\$1,250.85	\$1,563.55
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm			\$760.40	\$760.40	\$950.50

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) Graphic Size: 1530mm x 898mm			\$1,060.00	\$1,060.00	\$1,325.00
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm			\$2,299.50	\$2,299.50	\$2,874.40

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) Graphic Size: 250mm x 700mm			\$1,337.25	\$1,337.25	\$1,671.55
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm			\$779.45	\$779.45	\$974.30

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)	7.50%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

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PRODUCT DISPLAYS & CHARGING STATION RENTALS

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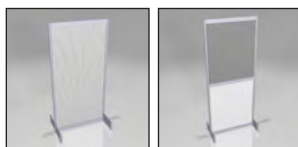
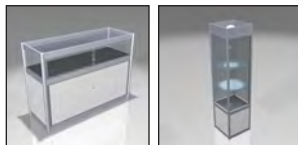
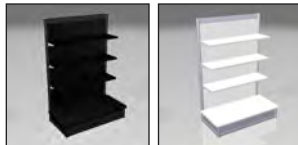
DISCOUNT DEADLINE:* TUESDAY, FEBRUARY 4, 2025

* 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)			\$722.35	\$902.95
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm			\$714.05	\$892.55
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm			\$1,230.85	\$1,538.55

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)			\$1,390.75	\$1,738.45
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)			\$1,501.00	\$1,876.25

Charging Unit

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		Black ONLY	\$2,362.80	\$2,953.50

Perforated/Peg Boards

CODE	ITEM	QTY	ADVANCE	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$351.20	\$439.00
66149	4' x 8' Pegboard Panel (PerfV)		\$351.20	\$439.00
50104	6" Pegs - 1 dozen (6" Pegs)		\$57.35	\$71.70
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$351.20	\$439.00

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
AMOUNT DUE	\$ _____

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INLINE BOOTH RENTALS

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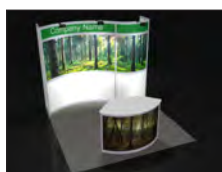
DISCOUNT DEADLINE:* TUESDAY, FEBRUARY 4, 2025

* 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.

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'		\$4,192.80	\$5,241.00	
66471	The Eddie - 10' x 20'		\$6,827.65	\$8,534.55	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,925.00	\$3,656.25	
66475	The Jonathon - 10' x 20'		\$5,119.95	\$6,399.95	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,628.15	\$4,535.20	
66478	The Pierce - 10' x 20'		\$6,888.80	\$8,611.00	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,399.75	\$5,499.70	
66485	The Madison - 10' x 20'		\$5,214.45	\$6,518.05	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,644.05	\$5,805.05	
66487	The Grant - 10' x 20'		\$6,436.60	\$8,045.75	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,269.40	\$5,336.75	
66493	The Harrison - 10' x 20'		\$6,273.60	\$7,842.00	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,975.00	\$3,718.75	
66468	The Hamilton - 10' x 20'		\$5,211.90	\$6,514.90	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,688.75	\$3,360.95	

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)	7.50%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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FABEX BOOTH RENTALS

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Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

DISCOUNT DEADLINE:* TUESDAY, FEBRUARY 4, 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)		\$2,764.75	\$3,455.95	
66561	10' x 10' Booth with Header (FX2H1)		\$3,382.95	\$4,228.70	

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,792.20	\$5,990.25	
66567	10' x 20' Booth with Header (FX2H2)		\$5,345.25	\$6,681.55	

GRAPHIC SIZE SPECIFICATIONS

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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FABEX BACKLIT BOOTH RENTALS

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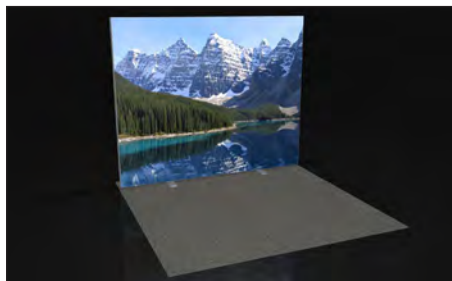
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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.

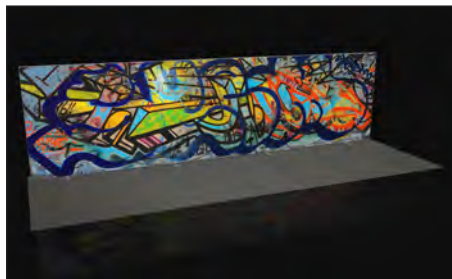
Please contact an Exhibit Team member with any questions.



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>		\$2,787.85	\$3,484.80	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$4,308.35	\$5,385.45	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$5,828.95	\$7,286.20	

TOTAL ESTIMATE	\$ _____
TAX <i>(All tax rates are subject to change)</i>	7.50%
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: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



ISLAND BOOTH RENTALS

USITT Conference & Stage Expo

1111770325

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

DISCOUNT DEADLINE:* TUESDAY, FEBRUARY 4, 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.

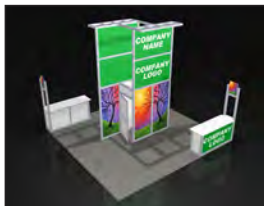
Please contact an Exhibit Team member with any questions.



The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66494	The Monroe		\$10,673.25	\$13,341.55	
66368	The Washington		\$15,317.45	\$19,146.80	
66495	The Tyler		\$11,398.50	\$14,248.15	
66496	The Garfield		\$11,162.10	\$13,952.65	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____


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shepardes.com



USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

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ORDER ONLINE!

FABRIC HANGING SIGNS

1111770325

DISCOUNT DEADLINE:* TUESDAY, FEBRUARY 4, 2025

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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

DON'T FORGET!

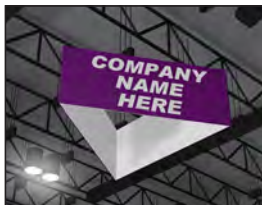
To place an order for building and hanging your sign!!



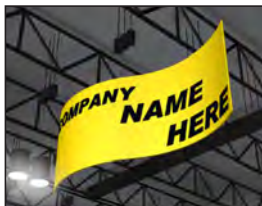
Circle



Square



Triangle



Wave

Circle Hanging Signs

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,721.75	\$8,402.20	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$10,683.15	\$13,353.95	

Square Hanging Sign

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,173.65	\$10,217.05	

Triangle Hanging Sign

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,614.15	\$8,267.70	

Wave Hanging Signs

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,912.80	\$3,641.00	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,876.00	\$4,845.00	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.50%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

shepardes.com



HANGING SIGNS 101

THINGS TO KNOW.

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

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

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

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to 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: **Monday, February 24, 2025**

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



STRUCTURAL INTEGRITY STATEMENT

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

I111770325

DEADLINE:* THURSDAY, FEBRUARY 13, 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:

Greater Columbus Convention Center

500 North High Street

Columbus, OH 43215

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: _____



Email completed form to: overheadrigging@shepardes.com

shepardes.com



HANG SIGN ASSEMBLY/DISASSEMBLY

USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

March 6 - 8, 2025

1111770325

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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		\$146.88	\$183.60	
69151	OT		\$219.38	\$274.20	
69152	DT		\$292.50	\$365.65	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69153	ST		\$146.88	\$183.60	
69154	OT		\$219.38	\$274.20	
69155	DT		\$292.50	\$365.65	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Labor Hours

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

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

Double Time (DT): All hours between Midnight - 8:00AM. Holidays.

Holidays: New Years Day, MLK Day, Presidents Day, Easter, Columbus Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve Day, Christmas,

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

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		\$190.94	\$238.65	
69191	OT		\$285.19	\$356.50	
69192	DT		\$380.25	\$475.30	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69193	ST		\$190.94	\$238.65	
69194	OT		\$285.19	\$356.50	
69195	DT		\$380.25	\$475.30	

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)	7.50%
AMOUNT DUE	\$ _____

LABOR RULES & REGULATIONS

Columbus, Ohio

LABOR

Ohio is not 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.



USITT Conference & Stage Expo

Greater Columbus Convention Center | Columbus, OH

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SHEPARD BLUE LABOR

111770325

DISCOUNT DEADLINE:* THURSDAY, FEBRUARY 13, 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 | 5:00PM - Midnight. Saturday and Sunday 8:00AM - Midnight.

Double Time (DT): All hours between Midnight - 8:00AM. Holidays.

Holidays: New Years Day, MLK Day, Presidents Day, Easter, Columbus Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve Day, Christmas, New Years Eve.

*These Holidays only apply in certain cities.

Shepard Blue Supervised Labor

INSTALL LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68066	ST	\$152.75	\$190.95	
68067	OT	\$228.15	\$285.20	
68068	DT	\$304.20	\$380.25	

DISMANTLE LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68070	ST	\$152.75	\$190.95	
68071	OT	\$228.15	\$285.20	
68072	DT	\$304.20	\$380.25	

**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		\$814.30	\$1,017.90	
68121	Scissor Lift Removal		\$814.30	\$1,017.90	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 7.50%

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: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

Step 4. When should the build be complete?

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

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

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 pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

METHOD: ☐ Ground ☐ 2-Day Air ☐ Next Day Air ☐ Other

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

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



EXHIBITOR SUPERVISED LABOR

USITT Conference & Stage Expo

111770325

Greater Columbus Convention Center | Columbus, OH

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Double Time (DT): All hours between Midnight - 8:00AM. Holidays.

Holidays: New Years Day, MLK Day, Presidents Day, Easter, Columbus Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas Eve Day, Christmas, New Years Eve.

*These Holidays only apply in certain cities.

Exhibitor Supervised Labor

INSTALL LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68060	ST	\$117.50	\$146.90	
68061	OT	\$175.50	\$219.40	
68062	DT	\$234.00	\$292.50	

DISMANTLE LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68063	ST	\$117.50	\$146.90	
68064	OT	\$175.50	\$219.40	
68065	DT	\$234.00	\$292.50	

** 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)	7.50%
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

shepardes.com