



# SHOW INFORMATION

## Industry Summit - (Compliance Summit)

### Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

### BOOTH PACKAGE

#### Items provided in your booth, per exhibitor:

- Room Location: Concorde A
- 7" x 44" Cardstock Identification Sign
- (1) 6' X 30 " Skirted Table- Blue
- (2) Side Chairs
- (1) Wastebasket

#### Aisle carpet color:

Facility is carpeted

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, August 28, 2016	2:00 PM - 5:00 PM
Exhibit Hours:	Monday, August 29, 2016	8:00 AM - 7:30 PM
	Tuesday, August 30, 2016	7:30 AM - 12:30 PM
Exhibitor Move-out:	Tuesday, August 30, 2016	2:00 PM - 5:00 PM
Freight Re-route Time:	Tuesday, August 30, 2016	5:00 PM

### IMPORTANT DEADLINES

- Discount price deadline for custom Shepard rentals: Thursday, July 28, 2016
- Exhibitor appointed contractor notification deadline: Monday, August 1, 2016
- First day for warehouse deliveries without a surcharge: Monday, August 1, 2016
- Discount price deadline for standard Shepard orders: Friday, August 12, 2016
- Last day for warehouse deliveries without a surcharge: Sunday, August 21, 2016
- First day freight can arrive at show facility: Sunday, August 28, 2016 at 8:00 AM

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Table Top Number]

Industry Summit - (Compliance Summit)

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

#### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Table Top Number]

Industry Summit - (Compliance Summit)

Paris Hotel Las Vegas

3655 Las Vegas Blvd. S

Las Vegas, NV 89109

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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# ONLINE ORDERING INSTRUCTIONS

Industry Summit - (Compliance Summit)



August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

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## \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on **Industry Summit - (Compliance Summit)**
3. **LOG IN** from the Show Information page.
  - a. **NEW users:** User name = Your Email Address (provide  nagement)  
Password = IS16
  - b. **Previous users:** User name = Your Email Address  
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click  OR
  - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**

**(702) 507-5278**

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



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PAYMENT AUTHORIZATION

Industry Summit - (Compliance Summit)

August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

Discount Deadline: August 12, 2016

Please complete the information requested below and return this form with your orders. 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. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling 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.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number 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

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

Name of show that you are attending - Industry Summit - (Compliance Summit)
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

\*\* Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: BOOTH #
COMPANY ADDRESS: PHONE:
CITY, ST, ZIP: FAX:
CONTACT NAME: EMAIL:

CREDIT CARD INFORMATION

Type of Card: MasterCard, VISA, American Express, Pay by Check\*, Pay by Wire\*

Credit Card #: Expiration Date: Month Year

Billing Address: Security Code:

City, ST, Zip:
Name on Card:

Authorized Signature:

\*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

\*\* Are you tax exempt for the state this event occurs in? Yes No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: lasvegas@shepardes.com



# THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services

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Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## Industry Summit - (Compliance Summit)

August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

**Discount Deadline: August 12, 2016**

**The following information must be completed and the form returned to Shepard by the deadline date.**

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.

### SERVICES TO BE COVERED BY THIRD PARTY

<input type="checkbox"/> All services	<input type="checkbox"/> Rental Furniture	<input type="checkbox"/> Exhibit Display Rentals	<input type="checkbox"/> Overhead Rigging/Labor
	<input type="checkbox"/> Carpet	<input type="checkbox"/> Cleaning	<input type="checkbox"/> Installation/Dismantling Labor
	<input type="checkbox"/> Logistics/Transportation	<input type="checkbox"/> Other (please specify): _____	
	<input type="checkbox"/> Material Handling *Please complete the Material Handling Authorization Form		

Notes: \_\_\_\_\_

### THIRD PARTY INFORMATION

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

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_




COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

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

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

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:      

Credit Card #:

Expiration Date:      
Month Year

Billing Address: \_\_\_\_\_ Security Code:

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\*\* Are you tax exempt for the state this event occurs in?  Yes  No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)



#### **UNION LABOR**

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

#### **EXHIBIT LABOR JURISDICTION**

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

#### **MATERIAL/FREIGHT HANDLING JURISDICTION**

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

#### **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.



# LABOR ORDER FORM

## Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
 Customer Service Phone: (702) 507-5278  
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## Industry Summit - (Compliance Summit)

August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

**Discount Deadline: August 12, 2016**

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

#### Please complete the following:

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling  
 Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_  
 Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

#### I will need Shepard Supervised Labor for (please check one):

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68067		OT	151.88	197.45	30% **	
68068		DT	202.50	263.25	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

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

#### I will need Exhibitor Supervised Labor for (please check one):

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68061		OT	151.88	197.45	
68062		DT	202.50	263.25	

Dismantle: 68063/68064/68065

#### Please note:

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- **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.**

Subtotal \$ \_\_\_\_\_  
 N/A Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

#### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
 OT - Overtime: Monday - Friday: 4:30 pm - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm  
 DT - Double time: All other hours and holidays

#### If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	202.50	263.25	

#### Requested install date/time:

#### Flooring type(s):

Carpet  Padding  Other \_\_\_\_\_

#### What is your booth size (ft.)?

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ FT

Subtotal \$ \_\_\_\_\_  
 N/A Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

### SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_  
 Is shipment?  Crated  Uncrated  
 Tracking/Pro #: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 Deliver Shipment To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Type of Service (air, van line, ground, etc.): \_\_\_\_\_  
**If for any reason your shipment is not picked up by your carrier, please choose one of the following options:**  
 Force freight through preferred carrier:   
 Send shipment back to Shepard warehouse:  (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_  
 Forklift required?  Yes  No  
 Carpet is?  owned  rented from Shepard  
 Carpet padding?  Yes  No  
 Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered

(please check all that apply)

- Electrical  Furniture  A/V Equipment  
 Booth Cleaning  Telephone/Internet  
**Electrical Information:**  
 Electrical should go under the carpet (diagram is attached)  
 Electrical drawings are attached  
 Electrical drawings are with exhibit in crate number  
 Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Hotel: \_\_\_\_\_  
 Arrival date/time: \_\_\_\_\_ Departure date/time: \_\_\_\_\_

#### Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.



# SHIPPING LABELS

Industry Summit - (Compliance Summit)

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Table Top #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>Las Vegas, NV 89118</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Industry Summit - (Compliance Summit)</b>
	First day freight can arrive w/o a surcharge: August 1, 2016
	Last day freight can arrive w/o a surcharge: August 21, 2016

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Table Top #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>Las Vegas, NV 89118</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Industry Summit - (Compliance Summit)</b>
	First day freight can arrive w/o a surcharge: August 1, 2016
	Last day freight can arrive w/o a surcharge: August 21, 2016

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Table Top #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Paris Hotel Las Vegas</b> <b>3655 Las Vegas Blvd. S</b> <b>Las Vegas, NV 89109</b>
	For: <b>Industry Summit - (Compliance Summit)</b>
	MUST NOT BE DELIVERED PRIOR TO: <b>August 28, 2016 @ 8:00 AM</b>

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Table Top #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Paris Hotel Las Vegas</b> <b>3655 Las Vegas Blvd. S</b> <b>Las Vegas, NV 89109</b>
	For: <b>Industry Summit - (Compliance Summit)</b>
	MUST NOT BE DELIVERED PRIOR TO: <b>August 28, 2016 @ 8:00 AM</b>





# MATERIAL HANDLING AUTHORIZATION

Industry Summit - (Compliance Summit)

August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

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## SHIPMENT INFORMATION

**Please complete the following information:**

We plan to ship to:  Advance Warehouse  Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (city, state): \_\_\_\_\_

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

## MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)

### COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling											
Weight	Description			Price	Total	Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>						<b>Advance Shipments to Warehouse</b>					
	\$151.50	\$227.25	\$197.00				\$159.00	\$206.75			
	Crated	Uncrated	Special Handling				Crated	Special Handling			
	35030	35043	35038				35010	35036			
<b>Pieces Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>						<b>Overtime</b>					
	\$79.50	\$103.25	\$159.00			Overtime: 30% fee for each overtime application based on ST rate					
	Each carton	Special handling	Min. per shipment			<b>Double Time</b>					
	35048	35268	35045			Double Time: 50% fee for each double time application based on ST rate					

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

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.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

\* All tax rates are subject to change.





# STORAGE AUTHORIZATION FORM

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August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

**Please Note: This form is for Accessible/Secured Storage only.**

### STORAGE AUTHORIZATION

Please fill out the information below:

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

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

### SHOWSITE STORAGE

**Secured Storage:** 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. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$100.00 Minimum).**

(35400)

**Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

### POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

**Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

**Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Pick-up arranged with another carrier

Please complete the following:

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

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



# MATERIAL HANDLING INFORMATION

Shepard Exposition Services

Industry Summit - (Compliance Summit)

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

### DISPOSAL FEE

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

### OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% Minimum: \$50.00 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 showsite after show open will be charged a surcharge.

### UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization 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.

### MIXED SHIPMENTS

Rate as shown on Material Handling Authorization Form

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

### OFF-TARGET DELIVERIES

Surcharge: 15% Minimum: \$50.00 35004

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### MARSHALING YARD

Surcharge: \$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

Surcharge: \$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

Surcharge: \$25.00 per piece, Minimum \$50.00 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.

### SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

### ENVELOPE DELIVERIES

Surcharge: \$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.

If you have any questions about material handling, please contact Shepard Customer Service department.



# MATERIAL HANDLING 101

Industry Summit - (Compliance Summit)

## MATERIAL HANDLING Q&A

### 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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance 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, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a 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.

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

## SMALL PACKAGES

### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

### What are UNCRATED materials?

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

### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

### What is the difference between material handling and shipping?

**Shipping** is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### 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.

## LIABILITY INSURANCE

### 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 SHIPMENTS

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

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

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

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show with no uncrated shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
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CARTLOAD MATERIAL HANDLING SERVICE

Industry Summit - (Compliance Summit)

August 29 - 30, 2016

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L168840816

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.



Table with 5 columns: Code, # of trips, Item Description, Rate, Amount. Row 1: 35158, Roundtrip, 125.00.

Summary table with 2 columns: Description, Amount. Rows: Subtotal \$, N/A Tax \$, Amount Due \$.

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight: Saturday/Sunday: 8:00 am - 5:00 pm
DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: Booth #:
Contact Name: Phone #:
Authorized Signature:

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

## Shepard Glossary

**Advanced Freight** – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

**Exhibitor-Approved Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

**Facility Carpeted** – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift /Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

**Hard wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

**ID Signs** – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Mobile Spotting Fee** – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

**Move-out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

**Padded Van Shipment** – Uncrated goods covered with blankets or other protective padding and shipped via van line.

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3’ high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

**Special Handling:** An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST labor** – Straight time labor, or work performed during normal hours at the standard rate.

**Targets** – Exhibitor move in date/time prior to general move-in available by appointment only.

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.