



Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F122050412

SHOW INFORMATION

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Black
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, April 2, 2012	10:00 AM - 7:00 PM
	Tuesday, April 3, 2012	8:00 AM - 4:00 PM
Exhibit Hours:	Tuesday, April 3, 2012	6:30 PM - 8:00 PM
	Wednesday, April 4, 2012	10:45 AM - 5:15 PM
	Thursday, April 5, 2012	10:30 AM - 3:30 PM
Exhibitor Move-out:	Thursday, April 5, 2012	3:30 PM - 8:30 PM
Freight Re-route Time:	Thursday, April 5, 2012	7:30 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Friday, March 2, 2012
Discount price deadline for all Shepard orders: Wednesday, March 14, 2012
First day for warehouse deliveries without a surcharge: Friday, March 2, 2012
Last day for warehouse deliveries without a surcharge: Friday, March 23, 2012
First day freight can arrive at show facility: Monday, April 2, 2012 at 10:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
RFID Journal LIVE! 2012
c/o Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
RFID Journal LIVE! 2012
Walt Disney World Swan and Dolphin Resort
1500 Epcot Resorts Blvd
Lake Buena Vista, FL 32830

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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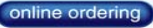


ONLINE ORDERING INSTRUCTIONS

RFID Journal LIVE! 2012
April 3-5, 2012
Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida


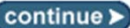
ATTENTION EXHIBITORS


ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.


1. Go to www.shepardes.com
2. Click on 
3. Click on [RFID Journal LIVE! 2012](#)
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking 
 - a. New users your login information is as follows:
User name: Your email address
Password: RFID2012
OR
 - b. Previous users your login information is as follows:
User name: Your email address
Password: Your pre-existing password
6. If you do not have a password, you will need to do one of the following:
 - a. Get a previously generated password by clicking "[Forgot your password?](#)" and following the prompts.
7. Once you log 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, update your profile and submit changes.
8. Now you can begin your online ordering experience.

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.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on 

If you wish to delete an item from your shopping cart, click  next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service

(407) 888-9669

orlando@shepardes.com



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PAYMENT AUTHORIZATION

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

Discount Deadline: March 14, 2012

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 transfers.

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

Name of show that you are attending - **RFID Journal LIVE! 2012**
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: Bank of America, Atlanta, Georgia USA
Routing Number: 0260-0959-3 Account Number: 3278494077
SWIFT CODE (US): BOFAUS3N SWIFT CODE (INTL): BOFAUS6S

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.

CREDIT CARD INFORMATION

Type of Card:   

Credit Card #:

Expiration Date:
Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____



PAYMENT POLICY

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.

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

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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.

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 Payment Authorization 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.

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.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

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.

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.

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 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 that 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.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. 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 his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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THIRD PARTY PAYMENT AUTHORIZATION

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

Discount Deadline: March 14, 2012

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"/> Logistics/Transportation | <input type="checkbox"/> Material Handling |
| | <input type="checkbox"/> Carpet | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Overhead Rigging/Labor |
| | <input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Installation/Dismantling Labor |

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

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 #:

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

Expiration Date:
Month Year

Security Code:



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Deadline Date: March 2, 2012

EXHIBITOR APPOINTED CONTRACTOR

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all usual trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations

~ CONTRACTOR 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.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor 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.

~ The non-official contractor may not solicit business on the exhibit floor.

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

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

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

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____



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SIGNATURE SERIES PACKAGES

RFID Journal LIVE! 2012

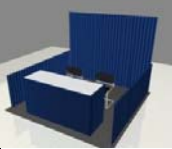

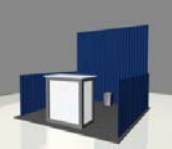

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort

Lake Buena Vista, Florida

Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE					200 SERIES PACKAGE																				
~ 6'Lx42"H Skirted Counter (Select Color) 50047 ~ (2) Padded Stools with Back 50024 ~ Wastebasket 50091 ~ 200 lbs. Material Handling* 35030/35010					~ 30" Star Base Pedestal Table 50032 ~ (2) Padded Arm Chairs 50021 ~ Wastebasket 50091 ~ Up to 200 lbs. Material Handling* 35030/35010																				
																									
<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66320</td> <td>344.55</td> <td>447.90</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66320	344.55	447.90		<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66323</td> <td>349.50</td> <td>454.35</td> <td></td> </tr> </tbody> </table>					Qty.	Discount	Regular	Amount	66323	349.50	454.35	
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66323	349.50	454.35																							
300 SERIES PACKAGE					400 SERIES PACKAGE																				
~ 1 Meter Locking Cabinet (LC3) 66284 ~ Wastebasket 50091 ~ Up to 200 lbs. Material Handling* 35030/35010					~ 10'x10' New York Booth 66262 ~ Wastebasket 50091 ~ Up to 200 lbs. Material Handling* 35030/35010																				
																									
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66326	451.85	587.40																							
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66329	1665.60	2165.30																							

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.



GO PLATINUM!! Upgrade your package to include 1/2" of padding and Visqueen.

\$76.50

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 24 hours prior to first exhibitor move-in day.

Subtotal:	\$
6.500% Tax:	\$
Amount Due:	\$



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EXPO FURNISHINGS

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TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

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

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	82.15	106.80	
50046			6'L X 30"H	99.00	128.70	
50050			8'L X 30"H	126.75	164.80	
50043			4'L X 42"H	99.00	128.70	
50047			6'L x 42"H	126.75	164.80	
50051			8'L x 42"H	149.10	193.85	
50052			4th Side 30"	49.50	64.35	
50171			4th Side 42"	49.50	64.35	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	56.95	74.05	
50044		6'L X 30"H	66.65	86.65	
50048		8'L X 30"H	80.10	104.15	
50041		4'L X 42"H	64.10	83.35	
50045		6'L x 42"H	80.10	104.15	
50049		8'L x 42"H	89.35	116.15	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	34.45	44.80	
50084		6'L X 6"H	43.90	57.05	
50086		8'L X 6"H	55.65	72.35	
50083		4'L X 12"H	69.75	90.70	
50085		6'L x 12"H	86.85	112.90	
50087		8'L x 12"H	96.75	125.80	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	16.55	21.50	
50078		6'L X 6"H	23.25	30.25	
50080		8'L X 6"H	30.15	39.20	
50077		4'L X 12"H	32.20	41.85	
50079		6'L x 12"H	45.90	59.65	
50081		8'L x 12"H	56.15	73.00	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	49.50	64.35	
50021		Arm Chair	67.50	87.75	
50024		Stool w/back	71.10	92.45	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	14.85	19.30	
50094		Floor Easel	29.25	38.05	
50245		Literature Rack	112.50	146.25	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	140.40	182.50	
50092		Coat Rack	49.85	64.80	
50093		Garment Rack	140.40	182.50	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	40.95	53.25	
50102		Velvet Rope, 7'	65.40	85.00	
50095		Sign Holder, 22x28	97.20	126.35	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	11.15	14.50	
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Please choose color from skirted table section.

Please complete the following:

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

Total Expo Furnishings:	\$	
6.500% Tax:	\$	
Amount Due:	\$	

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Shepard Exposition Services
603 W. Landstreet Rd.
Orlando, FL 32824

Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com
Event Code: F122050412

Discount Deadline: March 14, 2012

CARPETING

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Blue (05)	<input type="checkbox"/>	Teal (13)	<input type="checkbox"/>
Grey (10)	<input type="checkbox"/>	Burgundy (07)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	126.00	163.80	
50256	10' x 20'	239.40	311.20	
50257	10' x 30'	359.10	466.85	
50258	10' x 40'	478.80	622.45	

Variation in dye lot may occur when ordering more than one cut of carpet.

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	2.40	3.10	
-------	-----------------	------	------	--

In order to protect special cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Deep Navy (22)	<input type="checkbox"/>	Charcoal (17)	<input type="checkbox"/>
Silver Cloud (18)	<input type="checkbox"/>	Peacock (32)	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	3.95	5.15	
46003	Rental 1000+/sq.ft	3.40	4.40	
46002	Purchase/sq.ft.	8.95	11.65	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.60	0.80	
50008	1" Padding	1.35	1.75	
50010	Visqueen	0.25	0.35	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

Total Carpeting	\$
6.50% Tax:	\$
Amount Due:	\$

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

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Event Code: F122050412

Discount Deadline: March 14, 2012

SPECIALTY FURNISHINGS/ACCESSORIES

RFID Journal LIVE! 2012

April 3-5, 2012

**Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida**

SPECIALTY CHAIRS AND TABLES



18" H

Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	53.10	69.05	
51090	Director's Stool	94.95	123.45	
50032	Ped. Table,30"	139.50	181.35	
51089	Ped. Table,42"	139.50	181.35	
50030	Rnd Side Table	67.50	87.75	
50031	Sq. Side Table	67.50	87.75	

SHOWCASES



Full View

Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	529.15	687.90	
50068	Full View 6'	583.70	758.80	
50069	Quarter View 4'	529.15	687.90	
50070	Quarter View 6'	583.70	758.80	

Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	30.95	40.25	
50098	Refrigerator	403.00	523.90	
50088	8' Upright	18.60	24.20	
50089	8' Crossbar	12.40	16.10	

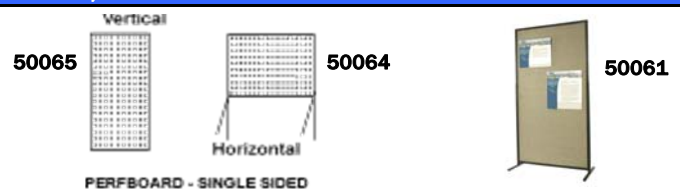
GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'X8' w/legs, each	126.50	164.45	
50237	2'X8' w/o legs, each	94.80	123.25	
50242	7-Ball Waterfall	8.70	11.30	

Other accessories available, please call customer service for more information.

1/4" PERFBOR & VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50065	4'X8' Vert., 1/4"holes	170.80	222.05	
50064	4'X8' Horz., 1/4"holes	170.80	222.05	
50104	6" Hooks (12)	28.15	36.60	
50060	4' X 8' Horz.	171.30	222.70	
50061	4' x 8' Vert.	171.30	222.70	

Total Specialty Furnishings/Accessories:	\$
6.500% Tax:	\$
Amount Due:	\$



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	12.85	16.70	
50074	3' High	10.15	13.20	

Choose Color: Minimum 4' panel rental required.

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Burgundy (07)

Please complete the following:

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Authorized Signature: _____

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EXECUTIVE FURNITURE

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

Discount Deadline: March 14, 2012

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	490.95	638.25	
	LSM	435.25	565.85	
	OCB	356.85	463.90	
Lisbon - Charcoal Leather				
	SOC	645.35	838.95	
	LSC	582.10	756.75	
	CHC	427.75	556.10	
Memphis				
	MPS	461.90	600.45	
	MPC	327.75	426.10	
Astro				
	SOQ	601.00	781.30	
	CHQ	397.35	516.55	
Newport				
	SED	1255.25	1631.85	
	LSD	560.55	728.70	
	CHD	308.75	401.40	
Miscellaneous Seating				
	SO1	556.75	723.80	
	OCU	342.90	445.75	
	OCW	670.70	871.90	
	OCY	167.05	217.15	
Ottomans				
	OSA	265.75	345.50	
	OTP	296.05	384.85	
	OTM	331.50	430.95	
	OTH	101.20	131.55	
	OTD	93.65	121.75	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	235.35	305.95	
	C1F	215.15	279.70	
	C1C	221.40	287.80	
	C1M	215.10	279.65	
End Tables				
	E1E	221.40	287.80	
	E1F	201.20	261.55	
	E1C	207.55	269.80	
	E1M	186.00	241.80	
Lamps				
	LA1-floor lamp	131.60	171.10	
	LA2-table lamp	131.60	171.10	



Subtotal	\$
6.500% Tax	\$
Amount Due	\$

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Orlando, FL 32824

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Event Code: F122050412

Discount Deadline: March 14, 2012

EXECUTIVE FURNITURE

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	359.35	467.15	
	CF2 (60"L)	346.75	450.80	
	CE1 (42"L)	248.00	322.40	
	CF1 (42"L)	235.35	305.95	
Graphite Nebula - 29" High				
	CB2 (6'L)	387.25	503.45	
	CB3 (8'L)	469.45	610.30	
	CB1 (42"RND)	317.60	412.90	
Mahogany - 29" High				
	CC6 (6'L)	359.35	467.15	
	CC7 (8'L)	442.90	575.75	
	CC8 (10'L)	704.80	916.25	
	CC5 (42"RND)	315.80	410.55	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	255.60	332.30	



CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	379.60	493.50	
	SC9	167.05	217.15	
Luxor - Black Leather				
	XC3	311.25	404.65	
	XC2	337.85	439.20	
	XC1	359.35	467.15	
Altura - Black Crepe				
	XC6	277.10	360.25	
	XC5	304.95	396.45	
	XC4	331.50	430.95	
Brewer				
	SC3	148.05	192.45	
	SC2	148.05	192.45	
Miscellaneous Chairs				
	SC8	137.95	179.35	
	SC1	158.20	205.65	
	SC4	158.20	205.65	
	SC6	193.65	251.75	



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Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	\$
6.500% Tax	\$
Amount Due:	\$

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EXECUTIVE FURNITURE

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	215.15	279.70	
	VTM	215.15	279.70	
30" Round x 42" High				
	VTK	207.55	269.80	
	VTJ	207.55	269.80	
	VTF	235.35	305.95	
	VTC	207.55	269.80	
	WTJ	263.15	342.10	
	WTF	289.80	376.75	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1205.85	1567.60	
	BRC	3470.90	4512.15	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	158.20	205.65	
	BS2	158.20	205.65	
	BS1	158.20	205.65	
Banana - Chrome, 30" High				
	BST	212.60	276.40	
	BSS	212.60	276.40	
Oslo - 30" High				
	BSD	221.45	287.90	
	BSC	221.45	287.90	
Miscellaneous				
	BSL (29"H)	168.30	218.80	
	BSN (29"H)	239.20	310.95	
	BCE (32"H)	196.10	254.95	



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Please complete the following:

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

Subtotal	\$	
6.500% Tax	\$	
Amount Due:	\$	

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EXECUTIVE FURNITURE

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

Discount Deadline: March 14, 2012

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	199.90	259.85	
	ZTN	199.90	259.85	
	ZTM	199.90	259.85	
	XTP	269.50	350.35	
	XTN	269.50	350.35	
	XTM	269.50	350.35	
30" Round x 29" High				
	ZTK	179.70	233.60	
	ZTJ	179.70	233.60	
	XTK	248.00	322.40	
	XTJ	248.00	322.40	
	XTF	273.30	355.30	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	96.15	125.00	
	CS9	96.15	125.00	
Altura - Black Crepe				
	SY1	173.35	225.35	
	DF1	256.85	333.90	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDF	346.75	450.80	
	PDH	359.35	467.15	
	PDK	387.25	503.45	
	PDL	396.05	514.85	
	BC6	296.05	384.85	
	BC7	289.80	376.75	
	ET1	296.05	384.85	
	ET2	296.05	384.85	
Training Room				
	CP5	346.75	450.80	
	PO3	415.05	539.55	
	PO1	263.15	342.10	
	WD2	304.95	396.45	
	CO4	263.15	342.10	
Lateral Files				
	L26	367.00	477.10	
	L27	346.75	450.80	
Refrigerator				
	R1Q	241.70	314.20	



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

Subtotal	\$
6.500% Tax	\$
Amount Due:	\$

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Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8684
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: mcarlin@shepardes.com
Event Code: F122050412

Discount Deadline: March 14, 2012

EXHIBIT SOLUTIONS BOOTH RENTALS

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

EXHIBIT BOOTH RENTALS

Code	Qty.	Description	Discount	Regular	Amount
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The San Diego



66250		10' x 10'	1992.15	2589.80	
66251		10' x 20'	3269.25	4250.05	
66252		10' x 30'	6129.85	7968.80	

The Chicago



66253		10' x 10'	1915.65	2490.35	
66254		10' x 20'	2681.80	3486.35	
66255		10' x 30'	3639.15	4730.90	

The Salt Lake City

66256		10' x 10'	1225.95	1593.75	
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The Saint Louis

66265		10' x 10'	1067.65	1387.95	
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The Las Vegas

66268		20' x 20' Island	7146.45	9290.40	
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The Phoenix

66269		10' x 10'	2247.60	2921.90	
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The Detroit

66257		10' Truss Unit	5103.15	6634.10	
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The Memphis

66258		10' Pop-up	970.55	1261.70	
-------	--	------------	--------	---------	--

Please choose color: Black (06) Blue (05)

The Savannah

66266		20' Pop-up	2661.45	3459.90	
-------	--	------------	---------	---------	--

Please choose color: Black (06) Blue (05)

The Providence

66267		2m Tabletop	459.75	597.70	
-------	--	-------------	--------	--------	--

Please choose color: Black (06) Blue (05)

Code	Qty.	Description	Discount	Regular	Amount
------	------	-------------	----------	---------	--------

The Los Angeles



66259		10' x 10'	1322.40	1719.10	
66260		10' x 20'	2451.95	3187.55	
66261		10' x 30'	3703.45	4814.50	

The New York



66262		10' x 10'	1736.80	2257.85	
66263		10' x 20'	3298.00	4287.40	
66264		10' x 30'	5006.05	6507.85	



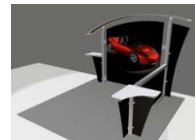
Salt Lake City



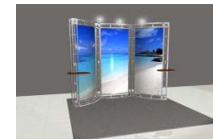
Saint Louis



Las Vegas



Phoenix

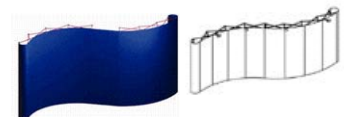


Detroit



Memphis

87.56"H x 118"W



Savannah

87.56"H x 217.75"W



Providence

59.375"H x 73"W

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8684. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	6.500% Tax: \$
Authorized Signature: _____		Amount Due: \$

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Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lubin@shepardes.com
Event Code: F122050412

Discount Deadline: March 14, 2012

EXHIBIT SOLUTIONS ACCESSORIES

RFID Journal LIVE! 2012

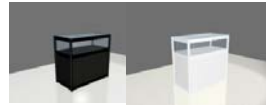
April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Showcases					
66270		Quarterview	710.00	923.00	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	648.75	843.40	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	766.25	996.15	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
Reception Counters					
66274		RC1	1522.95	1979.85	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	562.80	731.65	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1220.85	1587.10	
Computer Stands					
66285		CS1	710.00	923.00	
66286		CS2	413.80	537.95	
Literature and Product Display					
66277		Gondola	376.00	488.80	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	664.05	863.25	
66279		GL2	628.35	816.85	
66280		LS1	200.50	260.65	
66281		LS2	132.75	172.60	
Locking Cabinets					
66282		LC1	526.20	684.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	638.55	830.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	388.20	504.65	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

Please fax completed form to Exhibit Solutions
Department at 404-720-8757.



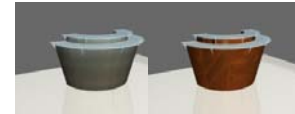
Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H



Triangular Showcase
1' 9" W x 1' 9" D x 7' H



Square Showcase
1' 9" W x 1' 9" D x 7' H



RC1
7' 9" W x 3' 5" D x 3' 9" H



RC2
4' 9" W x 2' 3" D x 3' 3" H



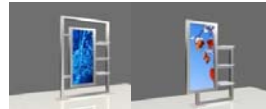
RC3
5' 3" W x 3' 3" D x 3' 6" H



CS1 CS2
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H



Gondola
3' 6" W x 1' 9" D x 5' H



GL1 GL2
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H



LS1 LS2



LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC3
3' 9" W x 2' 3" D x 3' 6" H



LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Subtotal	\$
6.500% Tax	\$
Amount Due:	\$

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 24 hours prior to first exhibitor move-in day.




603 W. Landstreet Rd., Orlando, FL, 32824

Phone 407-888-9669

Fax 407-888-2301

www.shepardes.com

 *Questions about this form?*
E-mail us at Orlando@shepardes.com.
Please include name of show.

**Union
Guidelines
INFORMATION ONLY**

**RFID Journal LIVE! 2012 Conference & Exhibition
April 3-5, 2012**

ORLANDO UNION GUIDELINES


Union laborers are responsible for: floor layout, carpet, drapes, rental furniture, decorating rental items, masking, aisle signs, hanging special signs, and aisle carpeting, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths, and rigging.

Individual exhibitors who wish to install and dismantle their own booths can do so if they: use company personnel, do not attempt to bring in "pick-up labor," comply with local and state fire, safety and insurance regulations and rules set by Exposition Management.

Exhibitors also may handle their own freight subject to the following condition: if material can be hand-carried to and from the booth via accepted freight entrances. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances.



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Please include name of show.

**Hotel
Shipping
INFORMATION ONLY**

**RFID Journal LIVE! 2012 Conference & Exhibition
April 3-5, 2012**

Please be advised that the hotel will not accept any advance freight deliveries. All crates, packages, cartons and fiber cases sent directly to show site must be addressed "in care of" (c/o) the official drayage company, Shepard Exposition Services, to arrive **only** on:

Monday, April 2, 2012 from 10:00 am – 7:00 pm

Tuesday, April 3, 2012 from 8:00 am – 4:00 pm

Any freight arriving at the hotel before the official show move-in day(s) will either be **refused** and **returned** at the Exhibitor's expense, or **accepted** and **charged** an additional handling fee by the facility.

Please refer to the Shipping Addresses & Information page in this manual for shipping instructions.



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Please include name of show.

**Fire
Regulations
INFORMATION ONLY**

**RFID Journal LIVE! 2012 Conference & Exhibition
April 3-5, 2012**

**UNITED STATES FIRE DEPARTMENT REGULATIONS
For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private**

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles ½ full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.



Shepard Exposition Services

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Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Event Code: F122050412

Discount Deadline: March 14, 2012

LABOR ORDER FORM

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort

Lake Buena Vista, Florida

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? Yes No

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

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

Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	56.00	72.80	30% **	
68067		OT	97.00	126.10	30% **	
68068		DT	112.00	145.60	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	56.00	72.80	
68061		OT	97.00	126.10	
68062		DT	112.00	145.60	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday - Friday, 8:00 AM - 5:00 PM

OT - Overtime: Monday - Friday, 5:00 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:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	112.00	145.60	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

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 in half-hour increments.

Subtotal \$ _____

6.500% 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.

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

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.



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Event Code: F122050412

GROUND RIGGING/FORKLIFT RENTAL

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

Discount Deadline: March 14, 2012

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	174.60	227.00	
35039		Overtime Hourly Rental	220.75	287.00	
35067		Double-time Hourly Rental	237.60	309.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	349.20	454.00	
35049		Overtime Hourly Rental	441.45	574.00	
35069		Double-time Hourly Rental	475.20	617.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	523.80	681.00	
35066		Overtime Hourly Rental	662.20	860.75	
35070		Double-time Hourly Rental	712.80	926.75	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday - Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday - Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and Holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	70.00	91.00	
35086		Overtime Hourly Rate	121.25	157.65	
35099		Double-time Hourly Rate	140.00	182.00	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	56.00	72.80	
35100		Overtime Hourly Rate	97.00	126.10	
35101		Double-time Hourly Rate	112.00	145.60	

PLEASE NOTE:

Rate structure includes lift and (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.

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

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

PLEASE NOTE:

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

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

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 24 hours prior to first exhibitor move-in day.

Subtotal	\$
6.500% Tax	\$
Amount Due:	\$



Shepard Exposition Services

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Event Code: F122050412

Discount Deadline: March 14, 2012

SIGN ORDER FORM

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	113.00	146.00	
70010		Horz., 22" x 28"	113.00	146.00	
70011		Vertical, 28" x 44"	171.00	223.00	
70012		Horz., 28" x 44"	171.00	223.00	
70025		Meterboard, 39" x 90.75"	347.00	451.00	
Accessories					
70017		Blank Foamcore, 4'x 8'	30.60	39.80	
70021		Velcro, per ft, min. 5 ft.	2.05	2.65	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	13.00	16.00	
70071		grommets, per sq. ft. - Horizontal	13.00	16.00	
70066		Pockets, per sq. ft. - Vertical	13.00	16.00	
70072		Pockets, per sq. ft. - Horizontal	13.00	16.00	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	33.65	43.75	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

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

Subtotal	\$
6.500% Tax	\$
Amount Due:	\$

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.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

- ~ CD-ROM
 - ~ Email attachment (4 mgs or smaller only)
 - ~ FTP (.zip compression), call for FTP information
- When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

SHIPPING LABELS


RFID Journal LIVE! 2012

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ c/o Shepard Exposition Services 603 W. Landstreet Rd. Orlando, FL 32824
	Delivery Hours: M-F, 8-4:30 PM
	For: RFID Journal LIVE! 2012 First day freight can arrive w/o a surcharge: March 2, 2012 Last day freight can arrive w/o a surcharge: March 23, 2012

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ c/o Shepard Exposition Services 603 W. Landstreet Rd. Orlando, FL 32824
	Delivery Hours: M-F, 8-4:30 PM
	For: RFID Journal LIVE! 2012 First day freight can arrive w/o a surcharge: March 2, 2012 Last day freight can arrive w/o a surcharge: March 23, 2012

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ C/O: SHEPARD EXPOSITION SERVICES alt Disney World Swan and Dolphin Res 1500 Epcot Resorts Blvd Lake Buena Vista, FL 32830
	For: RFID Journal LIVE! 2012 MUST NOT BE DELIVERED PRIOR TO: April 2, 2012 @ 10:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ C/O: SHEPARD EXPOSITION SERVICES alt Disney World Swan and Dolphin Res 1500 Epcot Resorts Blvd Lake Buena Vista, FL 32830
	For: RFID Journal LIVE! 2012 MUST NOT BE DELIVERED PRIOR TO: April 2, 2012 @ 10:00 AM

HANGING SIGN SHIPPING LABELS

RFID Journal LIVE! 2012

HANGING SIGN SHIPPING ADDRESS LABELS

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

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 603 W. Landstreet Rd. Orlando, FL 32824
	Delivery Hours: M-F, 8-4:30 PM
	For: RFID Journal LIVE! 2012
	First day freight can arrive w/o a surcharge: March 2, 2012
	Last day freight can arrive w/o a surcharge: March 23, 2012

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 603 W. Landstreet Rd. Orlando, FL 32824
	Delivery Hours: M-F, 8-4:30 PM
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Event Code: F122050412

MATERIAL HANDLING AUTHORIZATION

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

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*.

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
Direct Shipments to Showsite				
	\$51.00	\$76.50	\$70.00	
	Crated	Uncrated	Special Handling	
35030 / 35033		35043	35038	
Advance Shipments to Warehouse				
	\$55.00	\$69.00		
	Crated	Special Handling		
35010 / 35013		35036		
Pieces	Specialized Carrier Shipment (small packages under 50 lbs.)			
	\$35.00	\$35.00		
	Each carton	Each additional cartons		
35266		35267		

Signature Series Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$70.00	\$105.00	\$91.00	
	Crated	Uncrated	Special Handling	
35390 / 35395		35391 / 35399	35394 / 35402	
Advance Shipments to Warehouse				
	\$69.00	\$89.70		
	Crated	Special Handling		
35393 / 35397		35392 / 35401		
Overtime				
	Overtime: 30% fee for every overtime application		30%	

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.

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.



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Event Code: F122050412

MATERIAL HANDLING INFORMATION

RFID Journal LIVE! 2012

April 3-5, 2012

Walt Disney World Swan and Dolphin Resort
Lake Buena Vista, Florida

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. 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, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on 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.

LATE SHIPMENTS

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.

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.

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.

PADED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

A padded van surcharge 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.

MARSHALING YARD

Surcharge: Maximum \$25.00

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 fee per shipment processed 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: \$10.00 per piece, Minimum \$40.00

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.

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.

SECURED STORAGE

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler 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.

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, 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. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

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



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, fibercases, 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. For 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.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized 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 (cubic loading), 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.

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 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.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ 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
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

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).