



# SHOW INFORMATION



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

## 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: Black

## EXHIBIT SHOW SCHEDULE

Early Exhibitor Move-in:	Monday, November 16, 2015	12:00 PM - 5:00 PM	By appointment only. Prior approval required.
General Exhibitor Move-in:	Tuesday, November 17, 2015 Wednesday, November 18, 2015	8:00 AM - 8:00 PM 8:00 AM - 10:00 AM	
Exhibit Hours:	Wednesday, November 18, 2015 Thursday, November 19, 2015	10:00 AM - 5:00 PM 10:00 AM - 4:00 PM	
Exhibitor Move-out:	Thursday, November 19, 2015 Friday, November 20, 2015	4:00 PM - 9:00 PM 8:00 AM - 12:00 PM	
Freight Re-route Time:	Friday, November 20, 2015	12:00 PM	

## IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Wednesday, October 21, 2015	
Discount price deadline for standard Shepard orders:	Wednesday, October 28, 2015	
Discount price deadline for custom Shepard rentals:	Monday, October 19, 2015	
First day for warehouse deliveries without a surcharge:	Wednesday, October 21, 2015	
Last day for warehouse deliveries without a surcharge:	Tuesday, November 10, 2015	
First day freight can arrive at show facility:	Tuesday, November 17, 2015	at 8:00 AM

## SHIPPING ADDRESSES

### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

WFX Worship Facilities Conference & Expo

c/o UPSF/Shepard Exposition Services

45 Teledyne PI

La Vergne, TN 37086

### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

WFX Worship Facilities Conference & Expo

Music City Center Shipping/Freight

700 Korean Veterans Blvd

Nashville, TN 37203

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.



# ONLINE ORDERING INSTRUCTIONS



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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)
- Click on [WFX Worship Facilities Conference & Expo](#)
- 3. LOG IN** from the Show Information page.
- 4. ENTER** your email address and password then click 
  - a. NEW users:** User name = Your Email Address (provided by Show Management)  
Password = NASHVILLE15
  - b. Previous users:** User name = Your Email Address  
Password = Your pre-existing password
- 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.
- Once logged in, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated, 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**

**(404) 720-8600**

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





# SHEPARD TERMS & CONDITIONS

## WFX Worship Facilities Conference & Expo

### 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."



# THIRD PARTY PAYMENT AUTHORIZATION



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November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

**Discount Deadline: October 28, 2015**

**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

- All services
- Rental Furniture
- Carpet
- Logistics/Transportation
- Material Handling \*Please complete the Material Handling Authorization Form
- Exhibit Display Rentals
- Cleaning
- Other (please specify): \_\_\_\_\_
- Overhead Rigging/Labor
- Installation/Dismantling Labor

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: \_\_\_\_\_

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

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

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

Security Code:

\*\* 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: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)



# EXHIBITOR APPOINTED CONTRACTOR



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Event Code: G101671115

**Deadline Date: October 21, 2015**

**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 standard 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 # \_\_\_\_\_



# CARPETING & CLEANING



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Conference and Expo

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**Discount Deadline: October 28, 2015**

## Shepard Exposition Services

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### 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"/>
Tuxedo (50) <input type="checkbox"/>	Burgundy (07) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	174.50	226.85	
50256	10' x 20'	331.60	431.10	
50257	10' x 30'	497.35	646.55	
50258	10' x 40'	663.20	862.15	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

#### SPECIAL CUT EXPO CARPET

50006	Per Square Foot	3.30	4.30	
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Rental includes installation and removal of carpet and visqueen.

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"/>	Charcoal (17) <input type="checkbox"/>
Silver Cloud (18) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Deep Navy (22) <input type="checkbox"/>	Cobalt (21) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	5.50	7.15	
46003	Rental 1000+/sq.ft	4.75	6.20	
46002	Purchase/sq.ft.	12.40	16.10	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

### PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.75	1.00	
50008	1" Padding	1.90	2.45	
50010	Visqueen	0.35	0.45	

### BOOTH DIMENSIONS

What is your booth size (ft.)?

X  =  sq. ft.

### BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.30	0.40	
47002	Daily Vacuum	0.60	0.80	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

### PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.40	0.50	
47031	Daily Porter Svc	0.80	1.05	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	\$
9.25% Tax*	\$
Amount Due:	\$

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.

\* All tax rates are subject to change.



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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	113.80	147.95	
50046			6'L X 30"H	137.10	178.25	
50050			8'L X 30"H	175.60	228.30	
50043			4'L X 42"H	137.10	178.25	
50047			6'L x 42"H	175.60	228.30	
50051			8'L x 42"H	206.50	268.45	
50052			4th Side 30"	68.55	89.10	
50171			4th Side 42"	68.55	89.10	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES						
Code	Qty.	Size	Discount	Regular	Amount	
50040		4'L X 30"H	78.85	102.50		
50044		6'L X 30"H	92.30	120.00		
50048		8'L X 30"H	110.95	144.25		
50041		4'L X 42"H	88.80	115.45		
50045		6'L x 42"H	110.95	144.25		
50049		8'L x 42"H	123.80	160.95		

## RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS						
Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	47.75	62.10	
50084			6'L X 6"H	60.85	79.10	
50086			8'L X 6"H	77.10	100.25	
50083			4'L X 12"H	96.65	125.65	
50085			6'L x 12"H	120.30	156.40	
50087			8'L x 12"H	134.10	174.35	

UNDRAPED RISERS						
Code	Qty.	Size	Discount	Regular	Amount	
50076		4'L X 6"H	22.95	29.85		
50078		6'L X 6"H	32.25	41.95		
50080		8'L X 6"H	41.75	54.30		
50077		4'L X 12"H	44.50	57.85		
50079		6'L x 12"H	63.60	82.70		
50081		8'L x 12"H	77.70	101.00		

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	68.55	89.10	
50021		Arm Chair	93.40	121.40	
50024		Stool w/back	98.45	128.00	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	20.60	26.80	
50094		Floor Easel	40.55	52.70	
50245		Literature Rack	155.80	202.55	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	194.50	252.85	
50092		Coat Rack	69.00	89.70	
50093		Garment Rack	194.50	252.85	



Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	78.55	102.10	
50095		Sign Holder, 22x28	134.65	175.05	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.45	20.10	
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Please select sateen color from below:

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

Please complete the following:

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

Total Expo Furnishings:	\$
9.250% 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 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.



# SPECIALTY FURNISHINGS/ACCESSORIES



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### SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	73.55	95.60	
51090	Director's Stool	126.25	164.15	
51089	Ped. Table, 42"	193.20	251.15	
50032	Ped. Table, 30"	193.20	251.15	
50030	Rnd Side Table	93.50	121.55	
50031	Sq. Side Table	93.50	121.55	

### SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	732.95	952.85	
50068	Full View 6'	808.50	1051.05	
50069	Quarter View 4'	732.95	952.85	
50070	Quarter View 6'	808.50	1051.05	

Standard Showcases are a gray finish.

### MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
51085	Drawing Bowl	42.95	55.85	
50088	8' Upright	25.75	33.50	
50089	8' Crossbar	17.15	22.30	

### GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	175.20	227.75	
50237	2'x8' w/o legs, each	131.35	170.75	
50242	7-Ball Waterfall	12.05	15.65	

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



### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	17.80	23.15	
50074	3' High	14.05	18.25	

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) |

### VELCRO TACK BOARD



50061



50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horz.	237.30	308.50	
50061	4' x 8' Vert.	237.30	308.50	

Total Specialty Furnishings/Accessories:	\$
9.250% Tax*:	\$
Amount Due:	\$

Please complete the following:

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

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Worship Facilities  
Conference and Expo

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Discount Deadline: **October 28, 2015**

Shepard Exposition Services

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## COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
<b>Key West - Black</b>				
	SOM	680.00	884.00	
	LSM	602.80	783.65	
	OCB	494.30	642.60	
<b>Lisbon - Charcoal Leather</b>				
	SOC	893.85	1162.00	
	LSC	806.20	1048.05	
	CHC	592.40	770.10	
<b>Memphis</b>				
	MPS	639.75	831.70	
	MPC	453.90	590.05	
<b>Roma</b>				
	CHR003	384.10	499.35	
	SFA003	588.95	765.65	
<b>Newport</b>				
	SED	1738.65	2260.25	
	LSD	776.40	1009.30	
	CHD	425.60	553.30	
<b>Miscellaneous Seating</b>				
	SO1	771.10	1002.45	
	OCU	474.95	617.45	
	BCW	928.95	1207.65	
	OCH	814.00	1058.20	
<b>Ottomans</b>				
	OTS	261.10	339.45	
	OTP	410.05	533.05	
	OTQ	359.35	467.15	
	OTL	420.80	547.05	
	OTK	420.80	547.05	
	OTM	459.15	596.90	
	OTN	402.40	523.10	
	OTH	140.15	182.20	
	VIB02	115.50	150.15	



## COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
<b>Cocktail Tables</b>				
	C1E	326.00	423.80	
	C1F	297.95	387.35	
	C1C	306.65	398.65	
	COLI	212.65	276.45	
<b>End Tables</b>				
	E1E	306.65	398.65	
	E1F	278.65	362.25	
	E1C	287.45	373.70	
	EOLI	257.60	334.90	
<b>Lamps</b>				
	LA15	188.45	245.00	
	LA14	127.65	165.95	
	TRW	313.20	407.15	



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**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 9.250% Tax: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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**CONFERENCE TABLES**

Qty.	Item	Discount	Regular	Amount
<b>Geo Tables - 29" High</b>				
	CE2 (60"L)	497.75	647.10	
	CF2 (60"L)	480.20	624.25	
	CE1 (42"L)	343.50	446.55	
	CF1 (42"L)	326.00	423.80	
<b>Graphite Nebula - 29" High</b>				
	CB2 (6'L)	536.30	697.20	
	CB3 (8'L)	650.20	845.25	
	CB1 (42"RND)	439.95	571.95	
<b>Mahogany - 29" High</b>				
	CC6 (6'L)	497.75	647.10	
	CC7 (8'L)	613.45	797.50	
	CC8 (10'L)	976.25	1269.15	
	CC5 (42"RND)	437.50	568.75	
<b>Miscellaneous Conf. Table - 29" High</b>				
	CG1 (42"RND)	354.00	460.20	



**CONFERENCE CHAIRS & OCCASIONAL CHAIRS**

Qty.	Item	Discount	Regular	Amount
<b>Panton</b>				
	OTO	525.80	683.55	
	SC9	231.35	300.75	
<b>Luxor - Black Leather</b>				
	XC3	431.15	560.50	
	XC2	467.95	608.35	
	XC1	497.75	647.10	
<b>Altura - Black Crepe</b>				
	XC6	383.85	499.00	
	XC5	422.40	549.10	
	XC4	459.15	596.90	
<b>Brewer</b>				
	SC3	205.05	266.55	
	SC2	205.05	266.55	
<b>Miscellaneous Chairs</b>				
	SC8	191.05	248.35	
	SC1	219.05	284.75	
	SC4	219.05	284.75	
	SCE	101.40	131.80	
	OCA	301.05	391.35	



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9.250% Tax*	\$
Amount Due:	\$

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### BAR TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 42" High</b>				
	VTN	297.95	387.35	
	VTM	297.95	387.35	
<b>30" Round x 42" High</b>				
	VTK	287.45	373.70	
	VTJ	287.45	373.70	
	VTF	326.00	423.80	
	VTC	287.45	373.70	
	WTJ	364.45	473.80	
	WTF	401.35	521.75	



### BARS

Qty.	Item	Discount	Regular	Amount
<b>Martini Bars - 47" High</b>				
	BR1	1670.25	2171.35	
	BRC	4807.60	6249.90	



### BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Banana - Chrome, 30" High</b>				
	BST	294.45	382.80	
	BSS	294.45	382.80	
<b>Oslo - 30" High</b>				
	BSD	306.70	398.70	
	BSC	306.70	398.70	
<b>Miscellaneous</b>				
	BSL (29"H)	233.10	303.05	
	BSN (29"H)	331.25	430.65	
	BCE (32"H)	271.65	353.15	
	BS003	323.10	420.05	



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Amount Due:	\$



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## CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 29" High</b>				
	ZTP	276.85	359.90	
	ZTN	276.85	359.90	
	ZTM	276.85	359.90	
	XTP	373.30	485.30	
	XTN	373.30	485.30	
	XTM	373.30	485.30	
<b>30" Round x 29" High</b>				
	ZTK	248.90	323.55	
	ZTJ	248.90	323.55	
	XTK	343.50	446.55	
	XTJ	343.50	446.55	
	XTF	378.50	492.05	



## STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
<b>Stacking Chair, 37" High</b>				
	CS8	133.20	173.15	
	CS9	133.20	173.15	
<b>Altura - Black Crepe</b>				
	SY1	240.10	312.15	
	DF1	355.80	462.55	



## PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
<b>Product Display</b>				
	PDL	548.55	713.10	
	BC6	410.05	533.05	
	BC7	401.35	521.75	
	ET1	410.05	533.05	
	ET2	410.05	533.05	
<b>Training Room</b>				
	CP5	480.20	624.25	
	PO3	574.85	747.30	
	PO1	364.45	473.80	
	WD2	422.40	549.10	
	JD6	671.25	872.65	
<b>Lateral Files</b>				
	L26	508.30	660.80	
	L27	480.20	624.25	
<b>Refrigerator</b>				
	R1Q	334.75	435.20	



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# INLINE BOOTH RENTALS



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Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

### EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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- \*Onsite Logistics Management
- \*Freight Management
- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

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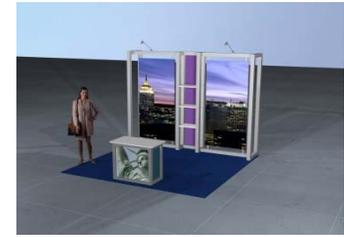
#### The Eddie



#### The Jonathon



#### The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2703.20	3514.15
	10' x 20'	4402.00	5722.60
<b>Subtotal</b>			

(66470, 66471)

Qty.	Description	Discount	Regular
	10' x 10'	1885.85	2451.60
	10' x 20'	3301.00	4291.30
<b>Subtotal</b>			

(66474, 66475)

Qty.	Description	Discount	Regular
	10' x 10'	2339.15	3040.90
	10' x 20'	4441.45	5773.90
<b>Subtotal</b>			

(66477, 66478)

#### The Madison



#### The Grant



#### The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	2836.60	3687.60
	10' x 20'	3361.90	4370.45
<b>Subtotal</b>			

(66484, 66485)

Qty.	Description	Discount	Regular
	10' x 10'	2994.20	3892.45
	10' x 20'	4149.85	5394.80
<b>Subtotal</b>			

(66486, 66487)

Qty.	Description	Discount	Regular
	10' x 10'	2752.55	3578.30
	10' x 20'	4044.80	5258.25
<b>Subtotal</b>			

(66492, 66493)

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<b>Authorized Signature:</b> _____		Amount Due:	\$

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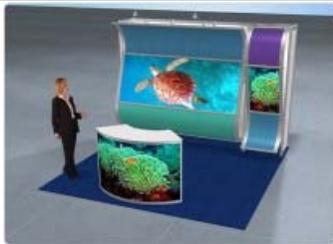
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### The Jackson



### The Lincoln



### The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	2936.45	3817.40
	10' x 20'	4438.80	5770.45
<b>Subtotal</b>			

(66490, 66491)

Qty.	Description	Discount	Regular
	10' x 10'	2784.10	3619.35
	10' x 20'	3834.70	4985.10
<b>Subtotal</b>			

(66482, 66483)

Qty.	Description	Discount	Regular
	10' x 10'	2915.40	3790.00
	10' x 20'	4622.65	6009.45
<b>Subtotal</b>			

(66488, 66489)

### The Lucy



### The Dale



Qty.	Description	Discount	Regular
	10' x 10'	1733.50	2253.55
<b>Subtotal</b>			

(66473)

Qty.	Description	Discount	Regular
	10' x 10'	3025.75	3933.50
<b>Subtotal</b>			

(66481)

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<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*: \$	
<b>Authorized Signature:</b> _____		Amount Due: \$	

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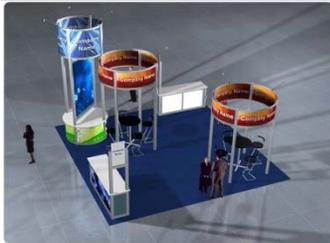
### The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	6881.45	8945.90
<b>Subtotal</b>			

(66494)

### The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	10243.35	13316.35
<b>Subtotal</b>			

(66498)

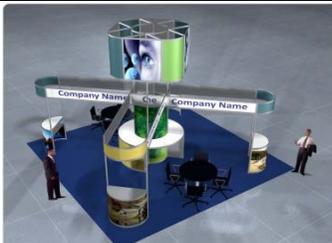
### The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	9623.50	12510.55
<b>Subtotal</b>			

(66480)

### The Washington



Qty.	Description	Discount	Regular
	20' x 20'	9875.65	12838.35
<b>Subtotal</b>			

(66368)

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<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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### The Adams



Qty.	Description	Discount	Regular
	20' x 20'	9980.70	12974.90
<b>Subtotal</b>			

(66497)

### The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	7348.95	9553.65
<b>Subtotal</b>			

(66495)

### The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	7196.60	9355.60
<b>Subtotal</b>			

(66496)

### The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	10716.10	13930.95
<b>Subtotal</b>			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

\*\*Please Note\*\* 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:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*:	\$
<b>Authorized Signature:</b> _____		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 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.



# EXHIBIT RENTAL ACCESSORIES



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

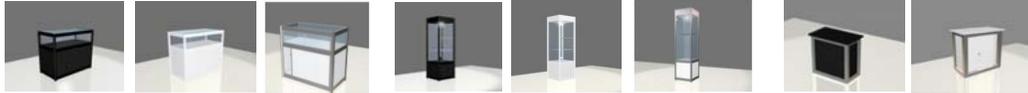
Music City Center - Nashville, Tennessee

Event Code: G101671115

Discount Deadline: **October 19, 2015**

**Shepard Exposition Services**  
1531 Carroll Drive, NW Atlanta, GA 30318  
Exhibit Solutions Sales Phone: 404-720-8652  
Exhibit Solutions Sales Fax: 404-720-8757  
Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

## SHOWCASES AND LOCKING CABINETS



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

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

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

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	983.45	1278.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1061.35	1379.75	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



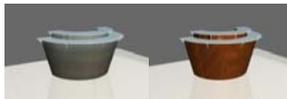
**LC1 - 1 meter wide**  
3' 6" W x 1' 9" D x 3' 6" H



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

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	729.85	948.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	884.50	1149.85	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	537.75	699.10	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

## RECEPTION COUNTERS AND COMPUTER STANDS



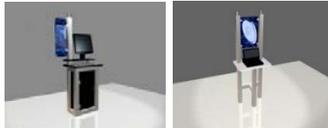
**RC1**  
7' 9" W x 3' 5" D x 3' 9" H



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

Reception Counters and Computer Stands					
Code	Qty.	Description	Discount	Regular	Amount
66274		RC1	2109.40	2742.20	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	778.50	1012.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1691.00	2198.30	
66285		CS1*	983.45	1278.50	
66286		CS2*	573.15	745.10	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty.	Description	Discount	Regular	Amount
66277		Gondola	520.75	677.00	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	919.80	1195.75	
66279		GL2*	870.30	1131.40	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty.	Description	Discount	Regular	Amount
66430		Phone Station*	1754.90	2281.35	



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



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



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$ _____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	9.250% Tax*: \$ _____
<b>Authorized Signature:</b> _____		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 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.



# SIGN ORDER FORM



Worship Facilities  
Conference and Expo

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

**Discount Deadline: October 28, 2015**

### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	155.80	202.55	
70010		Horz., 22" x 28"	155.80	202.55	
70011		Vertical, 28" x 44"	237.45	308.70	
70012		Horz., 28" x 44"	237.45	308.70	
70025		Meterboard, 39" x 90.75"	480.50	624.65	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	42.35	55.05	
70021		Velcro, per ft. min. 5 ft.	2.80	3.65	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	19.80	25.75	
70071		grommets, per sq. ft. - Horizontal	19.80	25.75	
70066		Pockets, per sq. ft. - Vertical	21.20	27.55	
70072		Pockets, per sq. ft. - Horizontal	21.20	27.55	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	46.60	60.60	

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	\$
9.250% 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.

\* All tax rates are subject to change.

### 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.



### **LABOR**

Tennessee is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### **EXHIBIT LABOR JURISDICTION**

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

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

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

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

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Shepard Exposition Services will control access to the loading docks in order to provide a safe and orderly move in/move out.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

### **GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### **IN GENERAL**

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



# LABOR ORDER FORM



**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
 Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

**November 18 - 19, 2015**  
**Music City Center - Nashville, Tennessee**

Event Code: G101671115

**Discount Deadline: October 28, 2015**

## 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

**I will need Exhibitor 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>						
68066		ST	69.00	89.70	30% **	
68067		OT	103.50	134.55	30% **	
68068		DT	138.00	179.40	30% **	

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	69.00	89.70	
68061		OT	103.50	134.55	
68062		DT	138.00	179.40	

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

Dismantle: 68063/68064/68065

Sup instal: 68069 Sup dismantle: 68073

**\* Please note - 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.**

**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 - 4:30 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>					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	138.00	179.40	

Booth size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_  
 Carpet install date/time: \_\_\_\_\_

**Please note:** - Hours are based on estimates, you will be invoiced for actual time incurred. Subtotal \$ \_\_\_\_\_  
 - Requested times are not guaranteed and are based on availability. 9.250% Tax\* \$ \_\_\_\_\_  
 - Minimum one hour will be charged. Additional time will be billed in in half-hour increments. 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 written 48-hour notice will be charged a one (1) hour cancellation fee.  
 \* All tax rates are subject to change.



# GROUND RIGGING/FORKLIFT RENTAL



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

Music Center - Nashville, Tennessee

Event Code: G101671115

Discount Deadline: **October 28, 2015**

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

## 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
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	220.60	286.75	
35039		Overtime Hourly Rental	264.55	344.00	
35067		Double-time Hourly Rental	308.55	401.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	441.15	573.50	
35049		Overtime Hourly Rental	529.15	688.00	
35069		Double-time Hourly Rental	617.10	802.25	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	661.75	860.25	
35066		Overtime Hourly Rental	793.70	1031.75	
35070		Double-time Hourly Rental	925.65	1203.25	

### CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 4:30 PM

DT - Double time: All other hours and holidays

### PLEASE NOTE:

Rate structure includes forklift 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.

## RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	86.25	112.15	
35086		Overtime Hourly Rate	129.38	168.20	
35099		Double-time Hourly Rate	172.50	224.25	

### 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.

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	69.00	89.70	
35100		Overtime Hourly Rate	103.50	134.55	
35101		Double-time Hourly Rate	138.00	179.40	

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

Please complete the following:

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

Subtotal	\$	
N/A 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 in writing 48 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.



# SHEPARD LOGISTICS SERVICES



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

**Shepard Exposition Services**  
1531 Carroll Drive, NW Atlanta, GA 30318  
Shepard Logistics Phone: 888-568-8858  
Shepard Logistics Fax: 404-720-8733  
Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

Event Code: G101671115

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

## EXHIBIT MATERIALS TRANSPORTATION

### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
Crates	
Cartons (cardboard)	
Cases/Trunks (fiber) (color)	
Skids/Pallets	
Carpet (color)	
Other	
<b>Total Pieces</b>	<b>Total Wt.</b>

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock  Yes  No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

### SHIP TO

I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)  
WFX Worship Facilities Conference & Expo  
c/o UPSF/Shepard Exposition Services  
45 Teledyne Pl  
La Vergne, TN 37086

Warehouse Deadline November 10, 2015  
Date

I will be shipping to **SHOW SITE**  
c/o Shepard Exposition Services  
(Company Name, Booth#)  
WFX Worship Facilities Conference & Expo  
Music City Center Shipping/Freight  
700 Korean Veterans Blvd  
Nashville, TN 37203

Delivery date: November 17, 2015

### OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground  Other (Truck Load, Specialized)

### TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Logistics/Material Handling ONLY  Authorize ALL charges

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

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

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

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

**FAX COMPLETED FORM TO 404-720-8733**



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



## Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

**[logistics@shepardes.com](mailto:logistics@shepardes.com)**



# SHIPPING LABELS



Worship Facilities  
Conference and Expo

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o UPSF/Shepard Exposition Services</b>
	<b>45 Teledyne PI La Vergne, TN 37086</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>WFX Worship Facilities Conference &amp; Expo</b>
	First day freight can arrive w/o a surcharge: October 21, 2015
	Last day freight can arrive w/o a surcharge: November 10, 2015

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o UPSF/Shepard Exposition Services</b>
	<b>45 Teledyne PI La Vergne, TN 37086</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>WFX Worship Facilities Conference &amp; Expo</b>
	First day freight can arrive w/o a surcharge: October 21, 2015
	Last day freight can arrive w/o a surcharge: November 10, 2015

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Music City Center Shipping/Freight 700 Korean Veterans Blvd Nashville, TN 37203</b>
	For: <b>WFX Worship Facilities Conference &amp; Expo</b>
	<b>MUST NOT BE DELIVERED PRIOR TO:</b>
	<b>November 17, 2015 @ 8:00 AM</b>

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Music City Center Shipping/Freight 700 Korean Veterans Blvd Nashville, TN 37203</b>
	For: <b>WFX Worship Facilities Conference &amp; Expo</b>
	<b>MUST NOT BE DELIVERED PRIOR TO:</b>
	<b>November 17, 2015 @ 8:00 AM</b>



# HANGING SIGN SHIPPING LABELS



## 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.

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services 45 Teledyne PI La Vergne, TN 37086  Delivery Hours: M-F, 8-4:30 PM
For:	<b>WFX Worship Facilities Conference &amp; Expo</b> First day freight can arrive w/o a surcharge: <b>October 21, 2015</b> Last day freight can arrive w/o a surcharge: <b>November 10, 2015</b>

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services 45 Teledyne PI La Vergne, TN 37086  Delivery Hours: M-F, 8-4:30 PM
For:	<b>WFX Worship Facilities Conference &amp; Expo</b> First day freight can arrive w/o a surcharge: <b>October 21, 2015</b> Last day freight can arrive w/o a surcharge: <b>November 10, 2015</b>



# MATERIAL HANDLING AUTHORIZATION



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

## 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						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	84.00	109.25	126.00		
	Uncrated	126.00	163.75	189.00		
	Sp. Handling	109.25	142.00	164.00		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						
Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT						

Signature Series Material Handling						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	75.50	98.25	113.25		
	Uncrated	113.25	147.25	170.00		
	Sp. Handling	98.25	127.75	147.50		
Crated: 35431 - ST/ST 35432 - ST/OT 35433 - OT/OT						
Uncrated: 35434 - ST/ST 35435 - ST/OT 35436 - OT/OT						
Special Handling: 35437 - ST/ST 35438 - ST/OT 35439 - OT/OT						

Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	86.00	111.75	129.00		
	Sp. Handling	111.75	145.25	167.75		
Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT						
Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT						

Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	77.50	100.75	116.25		
	Sp. Handling	100.75	131.00	151.25		
Crated: 35440 - ST/ST 35441 - ST/OT 35442 - OT/OT						
Special Handling: 35443 - ST/ST 35444 - ST/OT 35445 - OT/OT						

Small Packages (FedEx/UPS/DHL under 30 lbs.)						
Pieces	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Per Carton	43.00	56.00	64.50		
	Min. per ship.	86.00	111.75	129.00		
Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT						
Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT						

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM	
Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

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.

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.

\* All tax rates are subject to change.



# STORAGE AUTHORIZATION FORM



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

## 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.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

## 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 (\$20.00 Minimum).**

(35400)

**Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, you will be billed at the material handling labor rates each time material is moved. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show. 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

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

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



Worship Facilities  
Conference and Expo

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot 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, 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 via small package carrier such as **FedEx Express Service, UPS small package service, DHL small package service** and **Airborne Express** will be charged a special handling rate due to their delivery procedures.

### 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 an overtime surcharge may be applied to your advance warehouse shipments if, due to scheduling conflicts beyond our control, the shipment is moved into or out of the exhibit hall on overtime and/or loaded into or out of the truck 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.

### WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

### 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

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

### MARSHALING YARD

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: \$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.

### 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.

### MOBILE SPOTTING FEE

Surcharge: \$100.00 each way

35108

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 101

WFX Worship Facilities Conference & Expo

## 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.  
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?

$3 \times \text{per carton rate} = \$ \text{amount charged (plus any additional fees that may apply)}$

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 its 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.

## 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
- ~ 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).



# MOTORIZED UNIT/VEHICLE SPOTTING FEE



Worship Facilities  
Conference and Expo

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

**Discount Deadline: October 28, 2015**

## MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. 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 on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

**Less than 1/4 tank of gas**

**Battery disconnected**

**Gas tank taped shut**

Qty:	Description	Surcharge Each Way	Total Amount
	Motorized Unit/Vehicle Spotting (35108)	\$100.00	

Subtotal	
9.25% Tax	
Amount Due	

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.



# OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

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



Worship Facilities  
Conference and Expo

November 18 - 19, 2015

Music City Center - Nashville, Tennessee

Event Code: G101671115

## PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

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

### SHIP TO ADDRESS:

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

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Number of Labels Requested: \_\_\_\_\_

Crate     Skid     Cases     Carton     Total Weight

### CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS     OTHER: \_\_\_\_\_

\*\*If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

\*\* If using FedEx or UPS you must have *and apply* their shipping labels

### Type of Service:

Ground     Overnight     2nd Day

### In the event your designated carrier fails to pickup:

Reroute via show carrier  
 Return to Warehouse

### Shipping Options:

Inside Delivery \_\_\_\_\_ Residential \_\_\_\_\_ Lift Gate \_\_\_\_\_ No Loading Docks \_\_\_\_\_

### OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

**\*\*Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS:     SAME AS SHIP TO ADDRESS

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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.



INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
\$1,000,000 Per Occurrence / \$2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.
1 Day - \$89.00
2-5 Days - \$109.00
6-30 Days - \$400.00
Additional 5% of total premium to increase general aggregate to \$2,000,000
Six Months - \$500.00
Annual - \$950.00

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME:
CONTACT:
PHONE: EMAIL:
ADDRESS:

Dates of Event: Time(s):
Location of Event:
Address:

Description of Event:

Has any prior coverage been cancelled or non-renewed: Yes No

If yes, please describe and provide loss history:

Name, Address and Relationship of all additional insured to be added to the policy:

1.) 2.) 3.)

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

Please bill by VISA / MasterCard / AmEx Card #
Exp. Date Authorized Amount CID / CIV Code
Cardholder Address:

Authorized Signature Date

## 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.



# Music City Center

## Electrical

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or email.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$80	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$90	\$120	\$
1001 - 1500 Watts (15 amps, single outlet)		\$100	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$110	\$160	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50%</b>	\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50%</b>	\$
<i>Special Placement Labor (1 hr)</i>		<i>See Labor Rate Schedule Below</i>		\$
<b>120V Standard Total</b>				\$

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
<b>Sub-Total Miscellaneous</b>			<b>Sub-Total:</b>	\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50%</b>	\$
<b>Miscellaneous Total</b>				\$

**Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)**

208V Single Phase Connections: <i>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</i>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$150	\$230	\$
20 amps: <input type="checkbox"/> neutral required?		\$170	\$280	\$
30 amps: <input type="checkbox"/> neutral required?		\$260	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$400	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50%</b>	\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50%</b>	\$
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Single Phase Total</b>				\$

208V Three Phase Connections: <i>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</i>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$190	\$275	\$
20 amps: <input type="checkbox"/> neutral required?		\$205	\$305	\$
30 amps: <input type="checkbox"/> neutral required?		\$290	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$350	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$390	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total:</b>	\$
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50%</b>	\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50%</b>	\$
Total Labor (2 x Connection Subtotal)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Three Phase Total</b>				\$

480V Please call Service Representative for Quote. 615-401-1440 <i>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</i>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50%</b>	\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50%</b>	\$
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>480V Total</b>				\$

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
<b>TOTAL DUE:</b>	<b>\$</b>

HOURLY LABOR RATE SCHEDULE:		Advance Rate (if Rcvd 14 days prior)	Floor Order
<small>Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.</small>			
Monday - Friday: 8:00 a.m. - 5:00 p.m.		\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120
Holidays		\$120	\$150

<b>Payment, Authorization &amp; Fee Acceptance:</b> <i>Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2.</i>	MCC Use Only	
	Installed by _____ Date _____	Confirmation of orders provided upon request
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____ Card Name: _____ Signature: _____ Date: _____	<b>Make check payable to:</b> <b>Music City Center</b>	<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)

# Music City Center Terms and Conditions of Electrical Services

## Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle  
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



# Music City Center

## Natural Gas, Compressed Air, Water, & Drain Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439  
Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$130	\$175	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$100	\$125	\$
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	\$

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection (Drain not included) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$125	\$150	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$60	\$90	\$
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	\$

Water line size: \_\_\_\_\_. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Drain: (Price based on 1" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$95	\$115	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$45	\$65	\$
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	\$

Drain line size: \_\_\_\_\_.

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$225	\$
Each additional 1000 gallons <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$55	\$100	\$

Natural Gas: 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$250	\$275	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$200	\$

<b>Connections Sub-Total:</b>	<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>	<b>9.50%</b>
<b>Connections Total:</b>	<b>\$</b>

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate <small>(if received 14 days prior)</small>	Floor Rate	Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$60	\$75	\$
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120	\$
Holidays		\$120	\$150	\$
			<b>Labor Total:</b>	<b>\$</b>

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.**

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. <b>TERMS AND CONDITIONS</b> on page 2.</p>	<p><b>Total Due: \$</b></p> <p style="font-size: small;">MCC USE ONLY</p>
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<p><input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____</p> <p><input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____</p> <p>Card Name: _____ Signature: _____ Date: _____</p>	<p><b>Make check payable to:</b> <b>Music City Center</b></p>	<p>Installed by _____ Date _____ Confirmation of orders provided upon request</p> <p><b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor.</p> <p><input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)</p>
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## **Music City Center Terms and Conditions of Utility Services**

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
8. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to MCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
20. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



# Music City Center

## Communications and Technology

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439  
 Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
 or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____		Event Date: _____		Booth/Room: _____				
Company Name: _____		Ordered By: _____						
Address: _____		City, State, Zip: _____						
E-mail: _____		Phone: _____		Fax: _____				
Telephone Services:		QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
<small>Includes 1 cable drop with an RJ11 jack for the duration of the show.</small>								
Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)			\$230	\$300	\$			
Voice Mail (requires a digital multi line phone set)			\$75	\$80	\$			
Optional Telephone Services - Digital Multi-line Phone Set			\$55	\$75	\$			
Optional Telephone Services - Polycom Conference Speakerphone			\$105	\$150	\$			
Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges. See Terms & Conditions			Yes	No				
ISDN Line, 128K BRI (Does not include connection equipment)			\$600	\$695	\$			
Miscellaneous Equipment Rental:		QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
<small>Does NOT include power.</small>								
Desktop Computer with 17" Flat Panel Monitor for duration of show			\$305	\$400	\$			
Laptop Computer			\$350	\$425	\$			
21" Flat Panel Monitor			\$225	\$250	\$			
Fax Machine			\$100	\$110	\$			
Printer			\$125	\$150	\$			
Internal Networking - Room to room, per connection charge.			\$250	\$350	\$			
Miscellaneous Equipment (as quoted)			\$	\$	\$			
<b>Long Distance:</b>		Minutes		Usage Rate				
Total Long Distance Charges (per minute Domestic / per minute Int'l)				\$0.50 / \$3.00	\$			
				<b>Telephone &amp; Equipment Sub-Total:</b>				
				\$				
<small>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment &amp; Services ONLY</small>				<small>9.50%</small>				
				<b>Telephone &amp; Equipment Total:</b>				
				\$				
Wireless Internet:		QTY	1 Day	QTY	3 Days	QTY	5 Days	Amount
<small>The Music City Center offers free WiFi in its Public Space. For full building access, WiFi connections can be pre-purchased for use on event dates or on site through your device upon entering the building.</small>								
WiFi service (up to 1.5 Mbps) with 1 Computer Connection			\$80.00		\$160.00		\$239.99	\$
Wired Internet Access Services:		QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
<small>Does NOT include power. Includes 1 cable drop with 10/100 Base T Ethernet RJ45 jack, 1 DHCP computer connection and technical support for the duration of the show.</small>								
Wired Ethernet Service (256 Kbps) with 1 Computer Connection			\$405	\$495	\$			
Wired Ethernet Service (512 Kbps) with 1 Computer Connection			\$795	\$895	\$			
Wired Ethernet Service (768 Kbps) with 1 Computer Connection			\$850	\$950	\$			
Wired Ethernet Service (1.5 Mbps) with 1 Computer Connection			\$900	\$1,095	\$			
Wired Ethernet Service (2 Mbps) with 1 Computer Connection			\$1,800	\$2,190	\$			
Each Additional Ethernet Computer Connection			\$130	\$195	\$			
For Custom Bandwidth packages, please email or call			Quote	Quote	\$			
Co-Location(s) Per Device			\$500	\$500	\$			
Fiber Optic Cable Dry Pair			\$800	\$800	\$			
VLAN Setup and Configuration			\$2,500	\$2,500	\$			
Tech Support:		QTY	Advance Rate (if received 14 days prior)	Floor Order	Amount			
Tech Support/Labor (per hour)			\$70	\$75	\$			
				<b>Internet Services &amp; Labor Total:</b>				
				\$				
Comments: _____					<b>Total Due:</b>	\$		
					MCC USE ONLY			
					<small>Installed by _____ Date _____ Confirmation of orders provided upon request</small>			
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		<b>Make check payable to:</b> <b>Music City Center</b>		<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor.  <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)				
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: _____ - _____								
Name on Card: _____ Signature: _____ Date: _____								
<b>Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203</b>								

**Music City Center  
Terms and Conditions  
COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM**

**\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .**

- 1** PROCESSING THE SERVICE ORDER FORM requires: A. Payment in US dollars for ALL services ordered. B. All information on the Service Order Form to be completed. Missing information will delay processing. C. Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2** EQUIPMENT PROCEDURES: A. Customer is responsible for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. B. Lost, stolen or damaged equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3** UNLESS OTHERWISE DIRECTED, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4** PAYMENTS AND REFUNDS: A. Payment in full is required before service can be connected. B. The "Payment Options" section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. C. Refunds in full will be granted (except on special order items\*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) D. Services installed but not used will not be refunded. E. Customer service issues must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. F: Internet speeds are not guaranteed. G: Power must be ordered separately. Price does NOT include power.
- 5** ADVANCE ORDERS: To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6** TELEPHONE, DIAL-UP INTERNET AND ISDN: A. Service will be delivered over a standard RJ11 jack. B. All lines will be restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. C. Long distance charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. D. Local and long distance telephone service providers for voice services will be MCC's selected provider(s). E. MCC will provide customer with a call accounting log upon request. F. Power must be ordered separately. Price does NOT include power.
- 7** MCC INTERNET/DATA SERVICES: A. Service will be delivered over a standard RJ45 jack or 802.11b/g wireless access points. B. Wired service is 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. C. Customers will be issued one user name and password or IP address for each connection purchased. D. Due to the nature of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. E. The choice of the Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. F. MCC does not guarantee the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. G. Internet speeds are not guaranteed. H. Power must be ordered separately. Price does NOT include power.
- 8** MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9** CUSTOMER INTERNET/DATA RESPONSIBILITIES: A. MCC REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. B. AT NO TIME will a client power up any wireless device not provided by MCC without prior authorization. C. At no time, while connected to the MCC network will the client use/run their own DHCP server. D. Customer must provide a list of all required
- 10** INTERNET USER/CUSTOMER RESPONSIBILITY: A. Internet user has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. B. Customer is responsible for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11** COMPUTER EQUIPMENT RENTAL includes setup of computer and monitor, but does not include power or internet connections.
- 12** OTHER REQUIREMENTS over and above what is listed on this form should be attached and returned to the Music City Center.

- 13** MCC'S OBLIGATIONS UNDER this Agreement are subject to limitations, and MCC and/or it's subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, it's representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 14** COMMUNICATION SERVICES ARE TO BE ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15** ONLY MCC PERSONNEL are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16** ALL CUSTOMER EQUIPMENT must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17** PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.
- 18** PAYMENT AUTHORIZATION & FEES: Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
- 19** CBID Fee: Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.
- 20** The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.

**2014-2015**



# Music City Center

## Rigging

Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Email: orderservices@nashvillemcc.com

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? (*power requires a separate electrical services order form)					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

Check here if you are requesting an exclusive crew.

Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Requested Removal Date/Time: \_\_\_\_\_ / \_\_\_\_\_

### Insert Drawing, Picture, or Rendering

(please include building references if possible)

### Location of Requested Rigging:      General Pricing Information      Rigging Service Quote

<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	<b>Advanced Rate (if paid 14 days prior to event)</b> <b>Floor Order</b> 8 AM-5 PM Rigging Labor*      \$69/hour      \$90/hour 5 PM-12 AM Rigging Labor*      \$104/hour      \$130/hour 12 AM-8 AM Rigging Labor*      \$138/hour      \$180/hour Daily Lift Rental      \$300/day Weekly Lift Rental      \$900/week *All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work	<div style="border: 1px solid black; padding: 2px; display: inline-block;">FOR OFFICE USE ONLY</div> <b>Advanced Rate (if paid 14 days prior to event)</b> <b>Floor Order</b> <b>Lift Rental:</b> _____ <b>Equipment Rental:</b> _____ <b>Sub-total:</b> _____ <b>Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</b> _____ <b>Hourly Labor:</b> _____ <b>Miscellaneous:</b> _____ <b>Maximum Quote Total:</b> _____ <b>Final Billing Amount:</b> _____

Company check or US Bank money order in the amount of \$ \_\_\_\_\_  
 Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make check payable to:**  
**Music City Center**  
 MCC USE ONLY

Installed by \_\_\_\_\_ Date \_\_\_\_\_  
 Confirmation of orders provided upon request

**Music City Center**  
**Terms and Conditions of Rigging Services**

1. All items (including clings and wraps) to be suspended or attached to the facility must be hung, flown, or rigged by the MCC Rigging Dept.
2. All requests are subject to physical and structural limitations and must be approved by the MCC Rigging Department.
3. All rigging equipment and materials must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by the MCC Rigging Department. Additional Fees may apply.
4. Advance notice is required. On-site orders may cause delays and additional costs to the client.
5. Rigging crew size, and the number of crews will be determined by the MCC Rigging Department based on complexity, scope of work, and available time for installation.
6. **Banner/Cling Requirements:** Special lifts may be required for heights over 40' and may result in additional charges (Lifts for special applications will be quoted individually).
7. **Banner/Cling Requirements:** Rigging crew rates apply to all signage and banners. Sign must be assembled and ready for hanging when crew arrives.
8. **Banner/Cling Requirements:** Non standard signage and banners will be quoted individually.
9. **Payment:** All rigging services must be pre-paid 14 days in advance to qualify for advanced rate.
10. **Payment:** All cancellation requests received less than 72 hours before the scheduled work, will not be eligible for refund.
11. Prices are subject to change without notice. Rates for any time during a Holiday are charged the equivalent to 12 AM-8 AM rigging labor rate
12. We request that you send your information to us 21 days prior to your move-in date to allow for a quote to be generated. If we receive your request less than 14 days prior to your event, we will quote Floor Order rates.
13. Although we make our best effort to accurately identify the labor and equipment necessary to fulfill orders during our quote process, additional charges may apply if circumstances require additional time or equipment to complete a job. Additional charges, if any, will be identified when customer is on-site and payment will be required prior to services rendered. (If customer qualified for the Advanced Rate on quoted balance, additional labor will be charge at same rate.)
14. If your Rigging order requires power, you must complete a separate Electrical Services Order Form. The Rigging quote provided to you will not include the cost of power.
15. Any changes to submitted rigging needs may result in use of overtime.
16. Orders may be calculated with a minimum labor charge of 1 hour in and 1 hour out.
17. **Exhibitor Estimate Process:** All exhibitor orders qualifying for Advance Rates will be estimated upon receipt, assuming each order represents the total rigging order for the event. (Maximum Quote). After the Advance period closes, all confirmed orders will be reevaluated for potential cost savings considering the entire scope of work for the specific event. Revised estimates will be issued and payments collected at that time.
18. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.