

FIRE-RESCUE EAST 2015

IMPORTANT EXHIBITOR INFORMATION

DEADLINES

OCTOBER 31, 2014 FINAL PAYMENTS FOR BOOTH RENTAL DUE
DECEMBER 16, 2014..... FORM DUE: COMPANIES REPRESENTED IN YOUR BOOTH
JANUARY 5, 2015..... FORM DUE: VEHICLE STAGING FORM
JANUARY 6, 2015..... FORM DUE: WORK AUTHORIZATION FORM
JANUARY 6, 2015 DECORATOR MATERIAL/SERVICES ADVANCED PRICING ENDS
JANUARY 10, 2015..... FORM DUE: EXHIBITOR BADGE ORDER FORM

SET-UP

Wednesday & Thursday , January 21-22, 2015

DETAILED MOVE-IN SCHEDULE WILL BE PROVIDED BY OR BEFORE JANUARY 12TH, 2015 VIA EMAIL. IF NOT RECEIVED, EMAIL PAT@FFCA.ORG OR CALL 386.547.1362

SHOW DATES

Thursday, January 22, 2015

3:00 PM – 6:00 PM EXHIBIT HALL OPEN

Friday, January 23, 2015

10:00 AM – 4:00 PM..... EXHIBIT HALL OPEN

11:00 AM – 4:30 PM EXHIBIT SIGN UP FOR FRE 2016

Saturday, January 24, 2015

8:30 AM – 12:00 PM EXHIBIT SIGN UP FOR FRE 2016

9:00 AM – 12:00 PM EXHIBIT HALL OPEN

MOVE OUT

Saturday, January 24, 2015

12:00 PM – 4:30 PM EXHIBIT MOVE OUT

NOTE: DUE TO FIRE MARSHAL LAWS, NO PACKING OF EQUIPMENT, LITERATURE, ETC. OR DISMANTLING OF EXHIBITS IS ALLOWED UNTIL THE OFFICIAL CLOSING TIME. EARLY DISMANTLING WILL JEOPARDIZE CONSIDERATION FOR EXHIBIT SPACE AT FUTURE SHOWS.

BOOTH PROVISIONS

1. Use of rented floor space.
2. Standard flameproof booth equipment: linear booth (8' high pipe with red and white back-wall and 33" high pipe with red side-rails). Peninsula booths receive 8' high by 10' wide pipe with backdrop centered.
3. Booth carpet is recommended for all exhibits and may be ordered by the individual exhibitor at their expense. To arrange for carpet installation, contact Shepard @ (407) 888-9669. CARPET MUST BE INSTALLED NO LATER THAN 1:00 PM ON THURSDAY, JANUARY 22, 2015.
4. 7" x 44" booth identification sign with company name and booth number and/or booth number decal on floor.
5. General exhibit hall lighting, air conditioning and/or heat during exhibit hours.
6. Daily aisle cleaning.
7. General perimeter security.
8. Complimentary registration for exhibitors.

LIABILITY INSURANCE

The FFCA requires each exhibiting company to have liability insurance. This is a safeguard measure in the event an accident occurs within your booth. Note the regular liability insurance carried for your day-to-day operations is typically sufficient. Please check with your insurance company and, if requested by FFCA, have a copy available for inspection.

NO SMOKING POLICY

The FFCA would like to remind everyone that smoking is prohibited at all times in the Ocean Center. We appreciate your cooperation that all smokers use the designated smoking areas outside the building.

PROPANE GAS

All containers and first stage regulating equipment shall be located outside of the building except containers and regulating equipment used indoors under the following conditions:

1. If temporarily used for demonstration purposes and the container has a maximum water capacity of 12 pounds (5.45 kg) (nominal 5 pounds LP gas capacity).
2. If used with completely self-contained gas hand torch or similar equipment, and the container has a maximum capacity of 2.5 pounds (1.14 kg) (nominal 1 pound LP gas capacity).

SERVICES

When ordering services and materials for Fire-Rescue EAST, please note the following:

- Advance ordering of services and materials allows exhibitors to take advantage of discount rates offered by many contractors and saves time on-site.
- Before mailing single part order forms, please make copies of all for your files.
- Mail each order form to the company listed on the individual order form.
- Food and drink give away arrangements are required to be made through Ovations Food Services in the Ocean Center (386) 254-4500.

SECURITY

An important service to all exhibitors is the security guard service provided by FFCA on a 24-hour basis, from move-in through move-out. Every reasonable precaution will be taken to protect property; however, neither the FFCA, nor its official contractors, nor the management of the convention center, is responsible for your property in the event of theft, accident, vandalism, or other causes of damage to property.

No children will be allowed in the exhibit hall during move-in and move-out.

VEHICLE MOVE-IN

VEHICLES WILL BE MOVED INTO THE EXHIBIT HALL ON WEDNESDAY, JANUARY 21, 2015, BEGINNING AT 1:00 PM. Due to the large amount of freight that must also be moved into the hall, **all vehicles must be at the designated staging area at the assigned time.** Vehicles arriving after this time will not be guaranteed the opportunity to exhibit. Any exhibitor who needs to park a vehicle(s) prior to the move-in date, please contact us in order to secure a parking site for your vehicle(s): FFCA (386) 676-2744 or (386) 547-1362.

VEHICLES ALLOWED ON THE FLOOR

VEHICLES ALLOWED ONTO THE SHOWROOM FLOOR TO UNLOAD EXPOSITION MATERIALS WILL BE LIMITED TO PICK-UP TRUCKS AND VANS WITH TRAILERS, JANUARY 22, BETWEEN 6:30 AM–9:00 AM. All other vehicles must be offloaded at the loading dock by the exposition services company or you can offload your vehicle in the parking lot and move in your exposition materials from there. Check your service kit for transportation services. Only two wheeled hand carts can be used on the exhibit floor.

VEHICLE STAGING

The vehicle staging area is located at the Ocean Center West Parking Lot. Please be present at your scheduled time.

To expedite moving into the exhibit hall, exhibitors must be present and have their vehicles in a ready status in the staging area. Move-in personnel will be present in the staging area to assist you. Any vehicle arriving after the actual move-in time will not be guaranteed the opportunity to position the apparatus on the exhibit floor. **THE DRIVER MUST REMAIN WITH THE VEHICLE UNTIL THE VEHICLE IS PROPERLY LOCATED ON THE EXHIBIT FLOOR.**

BY ORDER OF THE FIRE MARSHAL, GASOLINE AND DIESEL-OPERATED VEHICLES ON DISPLAY MUST NOT EXCEED 1/4 TANK CAPACITY OF FUEL IN THEIR TANKS. FUEL CAPS MUST BE LOCKED.

If you intend on using carpet, it must be placed no later than 15:00 PM on Thursday, January 22, 2015. Contact Shepard @ (407) 888-9669 to arrange the installation schedule.

ON MOVE-IN DAY, IN THE EVENT YOU HAVE A PROBLEM BEING AT THE STAGING AREA AT THE ASSIGNED TIME, CALL (386) 547-1362

DEADLINE JANUARY 5, 2015

VEHICLE STAGING FORM

THIS FORM IS REQUIRED IN ORDER TO SCHEDULE THE VEHICLE MOVE-IN.

If you are planning on displaying a vehicle of any type (including trailers) please return the completed form no later than January 5, 2015.

If you have any questions, please call Pat Cimini at 386.547.1362.

YES! WE ARE DISPLAYING A VEHICLE(S) AT FIRE-RESCUE EAST

COMPANY NAME		
CONTACT	TITLE	
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
BOOTH NUMBER(S)	NUMBER OF VEHICLES	
TYPE OF VEHICLE(S)		

DRIVER CELL PHONE NUMBER		
RETURN COMPLETED FORM TO:		
FFCA • 880 Airport Road • Suite 110 • Ormond Beach, FL 32174		
Phone (386) 676-2744 • FAX (386) 676-5490 • Email info@ffca.org		

DEADLINE JANUARY 5, 2015

DEADLINE JANUARY 6, 2015

WORK AUTHORIZATION FORM

We have contracted with the following firm to erect and/or dismantle our exhibit display at Fire-Rescue EAST.

SERVICE COMPANY NAME		
PRINCIPAL CONTACT		
ADDRESS		
CITY, STATE ZIP		
PHONE	FAX	
<p>It is understood that the above contractor will service and maintain insurance coverage as follows:</p> <ol style="list-style-type: none">1. Workers' Compensation insurance in the minimum amounts required by laws of the state of Florida.2. Compensation General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any one occurrence. <p>Such insurance shall be maintained in full force during the period when the contractor is working on my display at Fire-Rescue EAST.</p> <p>THE INDEPENDENT CONTRACTOR <u>MUST FURNISH</u> FFCA WITH A CERTIFICATE OF INSURANCE ATTESTING TO THESE COVERAGES.</p>		
EXHIBITING COMPANY NAME (AS LISTED ON FRE BOOTH RENTAL AGREEMENT)		BOOTH NUMBER(S)
ADDRESS		
CITY	STATE	ZIP
AUTHORIZED SIGNATURE		DATE
RETURN COMPLETED FORM TO: FFCA • 880 Airport Road • Suite 110 • Ormond Beach, FL 32174 Phone (386) 676-2744 • FAX (386) 676-5490 • Email info@ffca.org		

DEADLINE JANUARY 6, 2015

DEADLINE JANUARY 10, 2015

EXHIBITOR BADGE ORDER FORM

There is no limit on the number of exhibitor badges allotted to exhibiting companies. In order to provide greater security, please do not provide Chiefs or other attendees an exhibitor badge.

EXHIBITING COMPANY NAME AS LISTED ON FRE BOOTH RENTAL AGREEMENT	BOOTH NUMBER(S)
CONTACT NAME	E-MAIL FOR REGISTRATION CONFIRMATIONS

Please list the employee names, nicknames and titles for printed badges.
Badges may be picked up at the Registration Desk during scheduled work hours.
(Attach additional pages as needed.)

RETURN COMPLETED FORM TO:
FFCA • Attn: Registration • 880 Airport Road • Suite 110 • Ormond Beach, FL 32174
Phone: (386) 676-2744 • FAX: (386) 676-5490 Email info@ffca.org

DEADLINE JANUARY 10, 2015
ATTN: REGISTRATION

Ocean Center Telephone/Internet Service Order Form

Quantity	Service	Advance Rate	Day of Show Rate	Subtotal
	Standard "Dial 9" Analog Telephone/Fax Line/Credit Card Line NOT FOR INTERNET ACCESS	\$125.00	\$150.00	
	High Speed Internet Line and Connection Setup (T-1 Line 1.5 Mbps)	\$250 per computer	\$275.00 per computer	
	6.5% Sales Tax			
	Total			

Please Print or Type. Payment by Visa or MasterCard only is required prior to show opening
(American Express is Not Accepted)

Name of Event: _____ Booth Number: _____

Firm Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized Person: _____ Title: _____

Authorized Signature: _____ Date: _____

All Information Requested Below Must Be Completed to Process Order:

Visa **MasterCard** Account Number: _____

Name (please print): _____ Expiration Date: _____

Rules and Regulations:

1. In addition to the basic Telephone/Fax Line/Credit Card Line charges, Exhibitors will be charged for local calls at a rate of \$.50 per call and long distance calls at \$.20 per minute. All charges will be billed no later than 30 days from end of show. **These phone lines do not work for internet access via modem.**
2. All charges will be billed 30 days from end of show. Any equipment damaged or not returned (such as the Cisco CPE box required for high speed internet access or any other Ocean Center network equipment required for internet connection setup) will be charged at the cost of replacement.
3. All advance order services will receive first priority. Phone service will be activated and available in your booth at the time of your arrival to our Facility. Internet Access will be activated upon arrival of customer computer equipment.
4. Claims will not be considered unless filed by Exhibitor prior to close of show.
5. Credit will not be given for service that was provided and not used.
6. All Material/Equipment furnished by the Ocean Center for this service shall remain the property of the Ocean Center.
7. Customer's computers must have Ethernet Network Adapter (network ready).
8. Customer's computers must be free of viruses (worms, trojans, spyware, adware, malware, etc.), and contain current, up to date anti-virus software. Due to the network environment created by use of customer's computers, the Ocean Center is not liable for any virus (worms, trojans, spyware, adware, malware, etc.), infecting customer's computers, as a result of the use of our internet services. Ocean Center is not responsible for operating system crashes, data loss or any other computer issues arising from connecting to our high speed internet system.
9. PC Support and Networking services are also available at the rate of \$100 with a 2 hour minimum.

Authorized Signature: _____ Date _____

MAIL TO: OCEAN CENTER, 101 N. ATLANTIC AVENUE, DAYTONA BEACH, FL 32118
PHONE NUMBER: 386/254-4500 - FAX NUMBER: 386/254-4512



ELECTRICAL ORDER FORM
MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

2456 Commerce Park Dr Ste. 300 • Orlando, FL 32819 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)	_____	60.00	95.00	_____
500-1000 WATTS (10 AMPS)	_____	90.00	135.00	_____
1001-1500 WATTS (15 AMPS)	_____	130.00	150.00	_____
1501-2000 WATTS (20 AMPS)	_____	145.00	185.00	_____

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit
or 24 Hour Service Required?

_____yes _____no
If yes, double electrical outlet or electrical service connection charge.

Rental Rates quoted cover any portion of a (7) seven day consecutive period.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	215.00	325.00	_____
30 AMPS	_____	255.00	385.00	_____
60 AMPS	_____	500.00	625.00	_____
100 AMPS	_____	600.00	725.00	_____

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

20 AMPS	_____	280.00	380.00	_____
30 AMPS	_____	340.00	495.00	_____
60 AMPS	_____	575.00	700.00	_____
100 AMPS	_____	700.00	925.00	_____
200 AMPS	_____	1200.00	1500.00	_____
400 AMPS	_____	1800.00	2300.00	_____

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST-SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

SPECIAL INSTRUCTIONS

Type special instructions here

Aisle # _____

ISLAND BOOTHS

A scaled floor plan *must* accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # _____

REAR

STANDARD BOOTH

Aisle # _____

PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT	_____	45.00	65.00	_____
300 WATT FLOOD LIGHT	_____	55.00	75.00	_____
300 WATT QUARTZ LIGHT	_____	65.00	85.00	_____

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET	_____	20.00	_____	_____
QUAD OUTLET/POWER STRIP	_____	27.00	_____	_____

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	50.00	_____	_____
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)	_____	100.00	_____	_____

FULL PAYMENT DUE PRIOR TO SHOW OPENING

SUBTOTAL \$	_____
6.5% FL SLS TAX	_____
TOTAL DUE \$	_____

Master Card Visa AMX Check

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

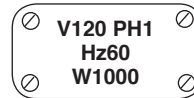
ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

SHOW NAME	NAME OF FACILITY	OCEAN CENTER	
FIRM NAME	SHOW DATES	BOOTH #	
ADDRESS	TELEPHONE#		
CITY, STATE, ZIP	FAX#		
SIGNATURE	PRINT NAME		

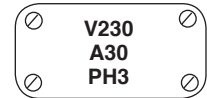
REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

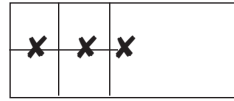


120V Single Phase
= 60 Cycle
1000 Watts

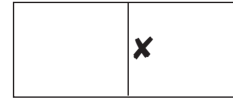


230 Volts
= 30 Amps
3 Phase

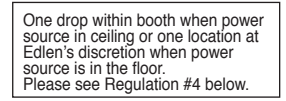
POWER LOCATIONS: X Indicate location of outlet



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS



ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor. Please see Regulation #4 below.

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SHOW INFORMATION

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

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): Red, White

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Thursday, January 22, 2015	6:30 AM - 1:00 PM
Exhibit Hours:	Thursday, January 22, 2015	3:00 PM - 6:00 PM
	Friday, January 23, 2015	10:00 AM - 4:00 PM
	Saturday, January 24, 2015	9:00 AM - 12:00 PM
Exhibitor Move-out:	Saturday, January 24, 2015	12:30 PM - 4:30 PM
Freight Re-route Time:	Saturday, January 24, 2015	4:30 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Friday, December 26, 2014

Discount price deadline for standard Shepard orders: Tuesday, January 6, 2015

First day for warehouse deliveries without a surcharge: Friday, December 26, 2014

Last day for warehouse deliveries without a surcharge: Thursday, January 15, 2015

First day freight can arrive at show facility: Thursday, January 22, 2015 at 6:30 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Fire Rescue East
c/o Shepard Exposition Services
603 W. Landstreet Rd
Orlando, FL 32824

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]

Fire Rescue East
Ocean Center
101 N. Atlantic Avenue
Daytona Beach, FL 32118

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.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

ONLINE ORDERING INSTRUCTIONS

Fire Rescue East



January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115


ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **Fire Rescue East**
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 = FRE15
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
 - OR
 - b. If your information is not correct, please click "here" as indicated, 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

(407) 888-9669

orlando@shepardes.com



PAYMENT AUTHORIZATION

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and **fax it along with a copy of the wire receipt** to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

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

Name of show that you are attending - **Fire Rescue East**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 **Account Number:** 42-6061-9772

SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

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

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:



Pay by Check*

Pay by Wire*

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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

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



SHEPARD TERMS & CONDITIONS

Fire Rescue East

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

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 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

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): _____

Material Handling *Please complete the Material Handling Authorization Form

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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



EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Deadline Date: December 26, 2014

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 # _____



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

ECONOMY BOOTH PACKAGE

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Deadline Date: January 6, 2015

MAKE ORDERING SIMPLE & SAVE MONEY! ...GET THE ECONOMY BOOTH PACKAGE

BOOTH PACKAGE A (50177)

Qty.	Code	Item Description	Discount	Regular	Amount
	5004601	1 - 6'L x 24"W x 30"H Skirted Table - Red	175.00	348.75	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			

BOOTH PACKAGE B (50178)

Qty.	Code	Item Description	Discount	Regular	Amount
	5004601	1 - 6'L x 24"W x 30"H Skirted Table - Red	214.00	511.50	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50255	10 X 10 Carpet			

Please select your carpet color:

Red (01) Blue (05) Grey (10)

To qualify for the discounted rate listed above, order must be received with payment by January 6, 2015. No substitutions will be accepted. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular kit rates.

Please complete the following:

Company Name: _____ **Booth #:** _____ Total \$ _____
Contact Name: _____ **Phone #:** _____ 6.500% Tax: \$ _____
Authorized Signature: _____ 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.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

CARPETING & CLEANING

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

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'	193.40	251.40	
50256	10' x 20'	368.10	478.55	
50257	10' x 30'	549.10	713.85	
50258	10' x 40'	730.00	949.00	

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	3.85	5.00	
-------	-----------------	------	------	--

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	6.05	7.85	
46003	Rental 1000+/sq.ft	5.25	6.85	
46002	Purchase/sq.ft.	14.45	18.80	

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	0.95	1.25	
50008	1" Padding	2.15	2.80	
50010	Visqueen	0.35	0.45	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

BOOTH CLEANING - Minimum 80 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47011	Vacuum Once	0.39	0.50	
47012	Daily Vacuum	1.17	1.50	

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
47030T	Porter Svc Once	0.45	0.60	
47031T	Daily Porter Svc	1.30	1.70	

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 taxable for this show.

Total Carpeting & Cleaning	\$
6.50% 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.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

EXPO FURNISHINGS

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: **January 6, 2015**

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	114.30	148.60	
50046			6'L X 30"H	140.40	182.50	
50050			8'L X 30"H	177.95	231.35	
50043			4'L X 42"H	138.90	180.55	
50047			6'L x 42"H	177.85	231.20	
50051			8'L x 42"H	209.15	271.90	
50052			4th Side 30"	69.45	90.30	
50171			4th Side 42"	69.45	90.30	

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	81.40	105.80	
50044		6'L X 30"H	97.15	126.30	
50048		8'L X 30"H	114.55	148.90	
50041		4'L X 42"H	91.70	119.20	
50045		6'L x 42"H	114.55	148.90	
50049		8'L x 42"H	127.75	166.10	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	46.10	59.95	
50084			6'L X 6"H	59.45	77.30	
50086			8'L X 6"H	79.65	103.55	
50083			4'L X 12"H	99.75	129.70	
50085			6'L x 12"H	124.20	161.45	
50087			8'L x 12"H	138.40	179.90	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	23.70	30.80	
50078		6'L X 6"H	33.35	43.35	
50080		8'L X 6"H	43.10	56.05	
50077		4'L X 12"H	46.00	59.80	
50079		6'L x 12"H	65.65	85.35	
50081		8'L x 12"H	80.20	104.25	

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.

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

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	72.75	94.60	
50021		Arm Chair	101.20	131.55	
50024		Stool w/back	118.60	154.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	20.85	27.10	
50094		Floor Easel	41.10	53.45	
50245		Literature Rack	157.85	205.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	200.80	261.05	
50092		Coat Rack	71.30	92.70	
50093		Garment Rack	200.80	261.05	



Code	Qty.	Item	Discount	Regular	Amount
50427		Sensabarrier Stanchion	84.70	110.10	
50095		Sign Holder, 22x28	93.55	121.60	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.70	20.40	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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



SPECIALTY FURNISHINGS/ACCESSORIES

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

SPECIALTY CHAIRS AND TABLES



36" Diameter
42" or 30" H

24" W x 18" H

Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	75.90	98.65	
51090	Director's Stool	135.80	176.55	
51089	Ped. Table, 42"	209.20	271.95	
50032	Ped. Table, 30"	199.55	259.40	
50030	Rnd Side Table	96.55	125.50	
50031	Sq. Side Table	96.55	125.50	

SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	756.80	983.85	
50068	Full View 6'	834.75	1085.20	
50069	Quarter View 4'	756.80	983.85	
50070	Quarter View 6'	834.75	1085.20	

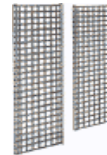
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



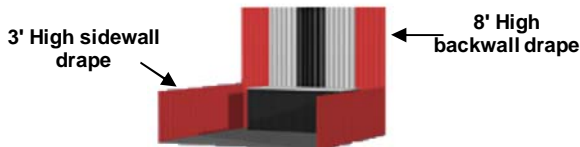
Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	44.30	57.60	
50088	8' Upright	26.55	34.50	
50089	8' Crossbar	17.65	22.95	

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	180.95	235.25	
50237	2'x8' w/o legs, each	135.65	176.35	
50242	7-Ball Waterfall	12.45	16.20	

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	19.25	25.05	
50074	3' High	14.25	18.55	

Choose Color: Minimum 4' panel rental required.

- Red (01)
 Blue (05)
 Grey (10)
 White (03)
 Black (06)
 Burgundy (07)

VELCRO TACK BOARD



50061



50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horz.	245.05	318.55	
50061	4' x 8' Vert.	245.05	318.55	

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

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.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

EXECUTIVE FURNITURE

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	695.00	903.50	
	LSM	616.15	801.00	
	OCB	505.25	656.85	
Lisbon - Charcoal Leather				
	SOC	913.65	1187.75	
	LSC	824.00	1071.20	
	CHC	605.50	787.15	
Memphis				
	MPS	653.85	850.00	
	MPC	464.00	603.20	
Roma				
	CHR003	414.20	538.45	
	SFA003	634.50	824.85	
Newport				
	SED	1777.05	2310.15	
	LSD	793.60	1031.70	
	CHD	437.10	568.25	
Miscellaneous Seating				
	SO1	788.15	1024.60	
	OCU	485.50	631.15	
	BCW	949.45	1234.30	
	OCH	877.85	1141.20	
Ottomans				
	OTS	281.60	366.10	
	OTP	449.70	584.60	
	OTQ	387.55	503.80	
	OTL	453.80	589.95	
	OTK	453.80	589.95	
	OTM	469.30	610.10	
	OTN	433.95	564.15	
	OTH	143.30	186.30	
	VIB02	108.15	140.60	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	333.15	433.10	
	C1F	304.55	395.90	
	C1C	313.45	407.50	
	COLI	199.10	258.85	
End Tables				
	E1E	313.45	407.50	
	E1F	284.80	370.25	
	E1C	293.80	381.95	
	EOLI	186.95	243.05	
Lamps				
	LA15	176.40	229.30	
	LA14	119.45	155.30	
	TRW	337.75	439.10	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

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



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

EXECUTIVE FURNITURE

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: **January 6, 2015**

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	508.80	661.45	
	CF2 (60"L)	490.80	638.05	
	CE1 (42"L)	351.10	456.45	
	CF1 (42"L)	333.15	433.10	
Graphite Nebula - 29" High				
	CB2 (6'L)	541.60	704.10	
	CB3 (8'L)	664.60	864.00	
	CB1 (42"RND)	449.65	584.55	
Mahogany - 29" High				
	CC6 (6'L)	508.80	661.45	
	CC7 (8'L)	626.95	815.05	
	CC8 (10'L)	997.75	1297.10	
	CC5 (42"RND)	447.15	581.30	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	361.85	470.40	



CONFERENCE CHAIRS & OCCASIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	537.40	698.60	
	SC9	236.45	307.40	
Luxor - Black Leather				
	XC3	440.70	572.90	
	XC2	478.30	621.80	
	XC1	508.80	661.45	
Altura - Black Crepe				
	XC6	392.35	510.05	
	XC5	431.75	561.30	
	XC4	469.30	610.10	
Brewer				
	SC3	209.60	272.50	
	SC2	209.60	272.50	
Miscellaneous Chairs				
	SC8	195.20	253.75	
	SC1	223.90	291.05	
	SC4	223.90	291.05	
	SCE	141.55	184.00	
	OCA	324.65	422.05	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

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

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

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 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.



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

EXECUTIVE FURNITURE

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	295.70	384.40	
	VTM	295.70	384.40	
30" Round x 42" High				
	VTK	285.25	370.85	
	VTJ	285.25	370.85	
	VTF	323.45	420.50	
	VTC	285.25	370.85	
	WTJ	361.70	470.20	
	WTF	398.30	517.80	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1657.45	2154.70	
	BRC	4770.60	6201.80	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Banana - Chrome, 30" High				
	BST	292.25	379.95	
	BSS	292.20	379.85	
Oslo - 30" High				
	BSD	304.35	395.65	
	BSC	304.35	395.65	
Miscellaneous				
	BSL (29"H)	231.30	300.70	
	BSN (29"H)	328.70	427.30	
	BCE (32"H)	269.55	350.40	
	BS003	348.45	453.00	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

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.

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



Shepard Exposition Services
 603 W. Landstreet Rd. Orlando, FL 32824
 Customer Service Phone: (407) 888-9669
 Customer Service Fax: (407) 888-2301
 Customer Service Email: orlando@shepardes.com

EXECUTIVE FURNITURE

Fire Rescue East
 January 22 - 24, 2015
 Ocean Center - Daytona Beach, Florida

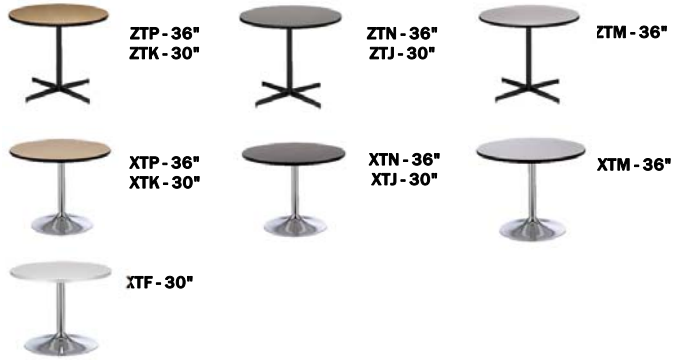
Event Code: F111040115

Discount Deadline: January 6, 2015

**** Additional styles and colors are available online! ****
<http://www.shepardes.com/intro.asp>

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	274.80	357.25	
	ZTN	274.80	357.25	
	ZTM	274.80	357.25	
	XTP	370.45	481.60	
	XTN	370.45	481.60	
	XTM	370.45	481.60	
30" Round x 29" High				
	ZTK	247.00	321.10	
	ZTJ	247.00	321.10	
	XTK	340.90	443.15	
	XTJ	340.90	443.15	
	XTF	375.60	488.30	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	132.15	171.80	
	CS9	132.15	171.80	
Altura - Black Crepe				
	SY1	238.25	309.75	
	DF1	353.05	458.95	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDL	560.65	728.85	
	BC6	406.90	528.95	
	BC7	398.30	517.80	
	ET1	406.90	528.95	
	ET2	406.90	528.95	
Training Room				
	CP5	476.50	619.45	
	PO3	570.45	741.60	
	PO1	361.70	470.20	
	WD2	419.15	544.90	
	JD6	686.15	892.00	
Lateral Files				
	L26	504.40	655.70	
	L27	476.50	619.45	
Refrigerator				
	R1Q	332.20	431.85	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

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

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 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.



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

INLINE BOOTH RENTALS

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: December 23, 2014

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

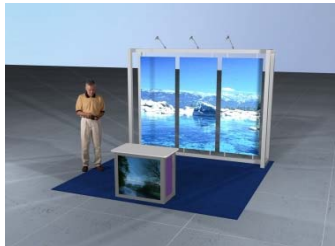
- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

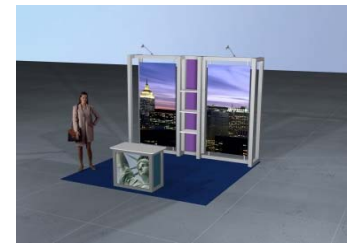
The Eddie



The Jonathon



The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2915.20	3789.75
	10' x 20'	4747.25	6171.45
Subtotal			

(66470, 66471)

Qty.	Description	Discount	Regular
	10' x 10'	2033.75	2643.90
	10' x 20'	3559.90	4627.85
Subtotal			

(66474, 66475)

Qty.	Description	Discount	Regular
	10' x 10'	2522.65	3279.45
	10' x 20'	4789.80	6226.75
Subtotal			

(66477, 66478)

The Madison



The Grant



The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3059.10	3976.85
	10' x 20'	3625.60	4713.30
Subtotal			

(66484, 66485)

Qty.	Description	Discount	Regular
	10' x 10'	3229.05	4197.75
	10' x 20'	4475.35	5817.95
Subtotal			

(66486, 66487)

Qty.	Description	Discount	Regular
	10' x 10'	2968.45	3859.00
	10' x 20'	4362.05	5670.65
Subtotal			

(66492, 66493)

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

****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:

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



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

INLINE BOOTH RENTALS

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: December 23, 2014

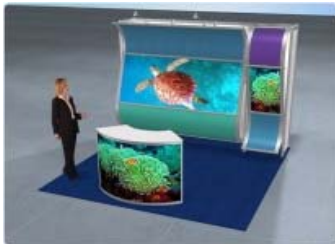
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3166.75	4116.80
	10' x 20'	4786.95	6223.05
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3002.45	3903.20
	10' x 20'	4135.45	5376.10
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3144.10	4087.35
	10' x 20'	4985.20	6480.75
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1869.45	2430.30
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3263.05	4241.95
Subtotal			

(66481)

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

****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:

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

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 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.



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

ISLAND BOOTH RENTALS

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: December 23, 2014

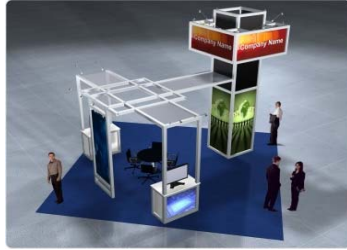
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

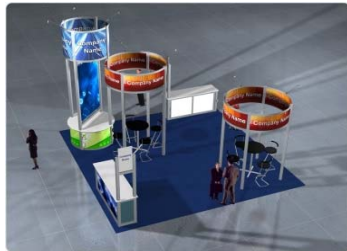
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	7421.15	9647.50
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	11046.75	14360.80
Subtotal			

(66498)

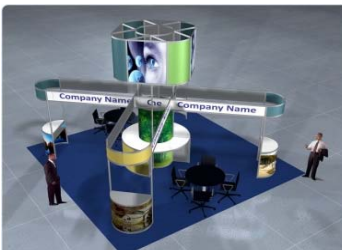
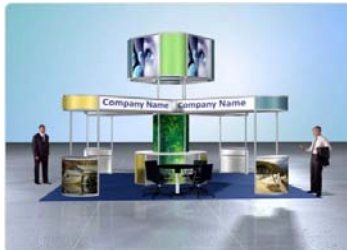
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	10378.30	13491.80
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	10650.20	13845.25
Subtotal			

(66368)

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:

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



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

ISLAND BOOTH RENTALS

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: December 23, 2014

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Adams



Qty.	Description	Discount	Regular
	20' x 20'	10763.50	13992.55
Subtotal			

(66497)

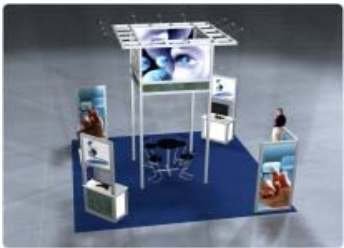
The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	7925.35	10302.95
Subtotal			

(66495)

The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	7761.05	10089.35
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	11556.60	15023.60
Subtotal			

(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:

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

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

Fire Rescue East
 January 22 - 24, 2015
 Ocean Center - Daytona Beach, Florida
 Event Code: F111040115
Discount Deadline: December 23, 2014

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	967.00	1257.10	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1043.70	1356.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



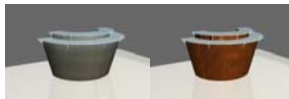
LC1 - 1 meter wide
 3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	716.70	931.70	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	869.75	1130.70	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	528.70	687.30	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



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

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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	1994.45	2592.80	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	737.05	958.15	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1598.85	2078.50	
66285		CS1*	929.85	1208.80	
66286		CS2*	541.90	704.45	

*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	502.20	652.85	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	904.50	1175.85	
66279		GL2*	855.80	1112.55	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1642.85	2135.70	



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



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



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:

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



Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SIGN ORDER FORM

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	153.25	199.25	
70010		Horz., 22" x 28"	153.25	199.25	
70011		Vertical, 28" x 44"	233.55	303.60	
70012		Horz., 28" x 44"	233.55	303.60	
70025		Meterboard, 39" x 90.75"	472.55	614.30	
Accessories					
70017		Blank Foamcore, 4' x 8'	41.65	54.15	
70021		Velcro, per ft, min. 5 ft.	2.70	3.50	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	19.40	25.20	
70071		grommets, per sq. ft. - Horizontal	19.40	25.20	
70066		Pockets, per sq. ft. - Vertical	20.90	27.15	
70072		Pockets, per sq. ft.- Horizontal	20.90	27.15	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	45.80	59.55	

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

Please complete the following:

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

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

Authorized Signature: _____

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

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

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

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

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

* 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.

HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	4673.65	6543.10
69142	16' x 48"	7427.95	10399.15

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	5683.15	7956.40



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4598.85	6438.40



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	2025.25	2835.35
69146	10' x 48" Double	2775.85	3886.20

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Tuesday, December 23, 2014

**Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**
 Exhibit Solutions Fax: **404 - 720 - 8757**
 Customer Service Email: ESSRentals@Shepardes.com
 Event Code: F111040115

Fire Rescue East
January 22 - 24, 2015
Ocean Center - Daytona Beach,
Florida

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

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



HANGING SIGNS 101

Fire Rescue East

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
 - *Overhead Truss
 - * Attachment and removal of light fixtures for truss or signs
 - * Assembly of hanging sign frame and graphics
 - * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Payment Authorization Form**
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by Shepard Certified Riggers**
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- Order any necessary Chain Motors, Rotating Motors and Truss**
(Remember to place separate electrical order to power any motors!)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- Package Hanging Sign(s) in a separate container from exhibit materials**
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- Ship Hanging Sign(s) to the Advanace Warehouse by:** **Thursday, January 15, 2015**



HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

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

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

SIGN ASSEMBLY/DISMASSEMBLY LABOR

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

Installation Dismantling Both Install/Dismantle

SIGN ASSEMBLY LABOR					
Code	Est Hours	Item	Discount	Regular	Amount
69150		ST	111.25	144.65	\$
69151		OT	166.88	216.95	\$
69152		DT	222.50	289.25	\$

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

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

Installation Dismantling Both Install/Dismantle

SIGN DISASSEMBLY LABOR					
Code	Est Hours	Item	Discount	Regular	Amount
69153		ST	111.25	144.65	\$
69154		OT	166.88	216.95	\$
69155		DT	222.50	289.25	\$

Sup install: 68069 Sup dismantle: 68073

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

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: \$

6.500% Tax*: \$

Estimated Amount Due: \$

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity. Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION					
Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	542.30	705.00	\$
69002		OT	640.20	832.25	\$
69005		DT	738.10	959.55	\$

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

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Install/Removal: \$

6.500% Tax*: \$

Estimated Amount Due: \$

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

Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.

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

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

Shepard Supervision Exhibitor Supervision Display House (EAC)

If Non-Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please note: Shepard will commence rigging per requested time. Should hanging sign or supervision not be present at requested time a 1 Hour Crew Minimum charge will be assessed.

Please complete the following:

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

Subtotal: \$

6.500% Tax*: \$

Amount Due: \$

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

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

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive NW, Atlanta GA 30318

Exhibit Solutions Phone: 404-720-8652

Exhibit Solutions Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

OVERHEAD RIGGING EQUIPMENT

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	481.55	722.35	
69016		Half Ton Hoist/Chain Motor	424.90	637.35	
69101		1/4 Ton Hoist/Chain Motor	254.95	382.45	
69019		Rotating Motor 500 LB Limit	453.20	679.80	
69020		Rotating Motor 200 LB Limit	254.95	382.45	

- Rotate Clockwise
 Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	22.65	34.00	
6909406		12" Black Box Truss (Per FT)	22.65	34.00	
Truss Details (QTY/Size)					
6903815		12" Silver Corner Block	85.00	127.50	
903806		12" Black Corner Block	113.30	169.95	
70067		Design Fee (Hourly)	141.65	184.15	

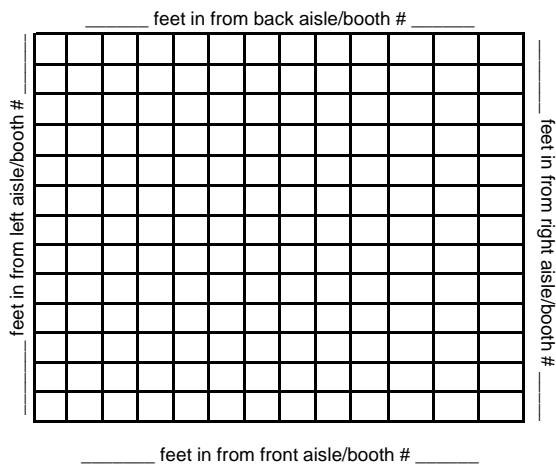
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

Type:	Shape:	Size:
<input type="checkbox"/> Cloth	<input type="checkbox"/> Square	Height: <input type="text"/>
<input type="checkbox"/> Wood	<input type="checkbox"/> Triangle	Length: <input type="text"/>
<input type="checkbox"/> Metal	<input type="checkbox"/> Rectangle	Width: <input type="text"/>
<input type="checkbox"/> Truss	<input type="checkbox"/> Other	Weight: <input type="text"/>
<input type="checkbox"/> Other		

Additional Notes/Description:

Please complete the following:

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

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
 Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
 * All tax rates are subject to change.



Shepard Exposition Services
 603 W. Landstreet Rd. Orlando, FL 32824
 Customer Service Phone: (407) 888-9669
 Customer Service Fax: (407) 888-2301
 Customer Service Email: orlando@shepardes.com

LABOR ORDER FORM

Fire Rescue East
January 22 - 24, 2015
Ocean Center - Daytona Beach, Florida
 Event Code: F111040115
Discount Deadline: January 6, 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
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	89.00	115.70	30% **	
68067		OT	133.50	173.55	30% **	
68068		DT	178.00	231.40	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	89.00	115.70	
68061		OT	133.50	173.55	
68062		DT	178.00	231.40	

Dismantle: 68063/68064/68065

Sup install: 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 - 5:00 PM
 DT - Double time: All other hours and holidays

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

Exhibitor-Owned Carpet Installation/Dismantling					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	178.00	231.40	

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. 6.500% 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

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

Discount Deadline: January 6, 2015

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

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

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	265.40	345.00	
35039		Overtime Hourly Rental	326.55	424.50	
35067		Double-time Hourly Rental	387.75	504.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	530.75	690.00	
35049		Overtime Hourly Rental	653.15	849.00	
35069		Double-time Hourly Rental	775.50	1008.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	796.15	1035.00	
35066		Overtime Hourly Rental	979.70	1273.50	
35070		Double-time Hourly Rental	1163.25	1512.25	

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 - 5:00 PM
 DT - Double time: All other hours and holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	111.25	144.65	
35086		Overtime Hourly Rate	166.88	216.95	
35099		Double-time Hourly Rate	222.50	289.25	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	89.00	115.70	
35100		Overtime Hourly Rate	133.50	173.55	
35101		Double-time Hourly Rate	178.00	231.40	

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.

PLEASE NOTE:

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

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

Please complete the following:

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

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



SHEPARD LOGISTICS SERVICES

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

Fire Rescue East
January 22 - 24, 2015
Ocean Center - Daytona Beach, Florida
 Event Code: F111040115

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

SHIP TO

I will be shipping to the **WAREHOUSE**
 (Company Name, Booth #)
 Fire Rescue East
 c/o Shepard Exposition Services
 603 W. Landstreet Rd
 Orlando, FL 32824

Warehouse Deadline January 15, 2015
Date

I will be shipping to **SHOW SITE**
 c/o Shepard Exposition Services
 (Company Name, Booth#)
 Fire Rescue East
 Ocean Center
 101 N. Atlantic Avenue
 Daytona Beach, FL 32118

Delivery date: January 22, 2015

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

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.



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



SHIPPING LABELS

Fire Rescue East

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	603 W. Landstreet Rd Orlando, FL 32824
	Delivery Hours: M-F, 8-4:30 PM
For: Fire Rescue East	
First day freight can arrive w/o a surcharge: December 26, 2014	
Last day freight can arrive w/o a surcharge: January 15, 2015	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	603 W. Landstreet Rd Orlando, FL 32824
	Delivery Hours: M-F, 8-4:30 PM
For: Fire Rescue East	
First day freight can arrive w/o a surcharge: December 26, 2014	
Last day freight can arrive w/o a surcharge: January 15, 2015	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Ocean Center 101 N. Atlantic Avenue Daytona Beach, FL 32118
	For: Fire Rescue East
MUST NOT BE DELIVERED PRIOR TO: January 22, 2015 @ 6:30 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Ocean Center 101 N. Atlantic Avenue Daytona Beach, FL 32118
	For: Fire Rescue East
MUST NOT BE DELIVERED PRIOR TO: January 22, 2015 @ 6:30 AM	



HANGING SIGN SHIPPING LABELS

Fire Rescue East

HANGING SIGN SHIPPING ADDRESS LABELS

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

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

For: **Fire Rescue East**
 First day freight can arrive w/o a surcharge:
December 26, 2014
 Last day freight can arrive w/o a surcharge:
January 15, 2015

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

For: **Fire Rescue East**
 First day freight can arrive w/o a surcharge:
December 26, 2014
 Last day freight can arrive w/o a surcharge:
January 15, 2015



MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

SHIPMENT INFORMATION

Please complete the following information:

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

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

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

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

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

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

COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$124.00	\$186.00	\$161.25		
	Crated	Uncrated	Special Handling		
	35030 / 35033		35043	35038	
Advance Shipments to Warehouse					
	\$129.00	\$167.75			
	Crated	Special Handling			
	35010 / 35013		35036		
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$64.50	\$129.00			
	Each carton	Min. per shipment			
	35048		35045		

Signature Series Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$111.50	\$167.25	\$145.00		
	Crated	Uncrated	Special Handling		
	35390 / 35395		35391/ 35399	35394 / 35402	
Advance Shipments to Warehouse					
	\$116.00	\$150.75			
	Crated	Special Handling			
	35393 / 35397		35392 / 35401		
Overtime					
	Overtime: 30% fee for every overtime application			30%	

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

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.	Subtotal	\$
	N/A Tax*	\$
	Amount Due:	\$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

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

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

Please complete the following:

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

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

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

* All tax rates are subject to change.



STORAGE AUTHORIZATION FORM

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

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, 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

Fire Rescue East

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Email: orlando@shepardes.com

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, 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.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

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%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

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

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: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

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



MATERIAL HANDLING 101

Fire Rescue East

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

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

CRATED-UNCRATED-SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

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).



OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

Event Code: F111040115

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.



Fire Rescue East

January 22 - 24, 2015

Ocean Center - Daytona Beach, Florida

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

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

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.