

**Shepard Exposition Services**

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

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SHOW INFORMATION

RFID Journal LIVE! 2015**April 15 - 17, 2015****San Diego Convention Center - San Diego, California**

Event Code: C184800415

BOOTH PACKAGE

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

Show drape color(s): Black
Aisle carpet color: Tuxedo

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Tuesday, April 14, 2015	11:00 AM - 7:00 PM
	Wednesday, April 15, 2015	8:00 AM - 4:00 PM
Exhibit Hours:	Wednesday, April 15, 2015	6:30 PM - 8:15 PM
	Thursday, April 16, 2015	10:45 AM - 5:30 PM
	Friday, April 17, 2015	10:30 AM - 3:00 PM
Exhibitor Move-out:	Friday, April 17, 2015	3:00 PM - 8:30 PM
Freight Re-route Time:	Friday, April 17, 2015	7:30 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Wednesday, March 18, 2015
Discount price deadline for standard Shepard orders: Wednesday, March 25, 2015
First day for warehouse deliveries without a surcharge: Wednesday, March 18, 2015
Last day for warehouse deliveries without a surcharge: Tuesday, April 7, 2015
First day freight can arrive at show facility: Tuesday, April 14, 2015 at 8:00 AM

SHIPPING ADDRESSES**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]

RFID Journal LIVE! 2015

Shepard c/o Hoenscheidt Transportation Services

6987 Calla de Linea Ste 107

San Diego, CA 92154

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

RFID Journal LIVE! 2015

San Diego Convention Center

111 West Harbor Drive

San Diego, CA 92101

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



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ONLINE ORDERING INSTRUCTIONS

RFID Journal LIVE! 2015



April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415


ATTENTION EXHIBITORS

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

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **RFID Journal LIVE! 2015**
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 = RFID15
 - 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!

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PAYMENT AUTHORIZATION

RFID Journal LIVE! 2015**April 15 - 17, 2015****San Diego Convention Center - San Diego, California**

Event Code: C184800415

Discount Deadline: March 25, 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 - **RFID Journal LIVE! 2015**

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: lasvegas@shepardes.com



SHEPARD TERMS & CONDITIONS

RFID Journal LIVE! 2015

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

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

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

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

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



THIRD PARTY PAYMENT AUTHORIZATION

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April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Discount Deadline: March 25, 2015

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

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): _____

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:


☐

☐

☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

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

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



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EXHIBITOR APPOINTED CONTRACTOR

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Deadline Date: March 18, 2015

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

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

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

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

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

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

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

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

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

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

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

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

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

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

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

Name of Non-official Contractor: _____

Services to be performed: _____

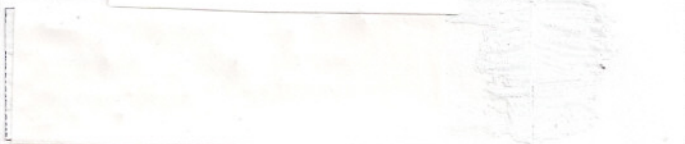
Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

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

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

PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
		INSUREERS AFFORDING COVERAGE
INSURED 		INSURER A: Hartford Insurance Company of Illinois
		INSURER B: Aetna Casualty & Surety Company
		INSURER C: Travelers Insurance Company
		INSURER D: Royal Insurance Company
		INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	000P98298-A11	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 300,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10,000
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000
	GENERAL AGGREGATE LIMIT APPLIES PER				PRODUCTS-COMP/OP AGG	\$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY	\$
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)	
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY	\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				(Per accident)	
	<input type="checkbox"/>				PROPERTY DAMAGE	\$
	GARAGE LIABILITY				(Per accident)	
	<input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$1,000,000
	<input type="checkbox"/>				OTHER THAN AUTO ONLY:	\$ \$
A	UMBRELLA/EXCESS LIABILITY	XL1234567	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	X WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Champion Exposition Services, LLC (Official Service Provider), (Show Management), (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. Champion Exposition Services, LLC and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Champion Exposition Services, LLC, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Champion shall be excess and non-contributory. Show date(s) are:

CERTIFICATE HOLDER	<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
<div></div>		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS
		AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC



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CARPETING & CLEANING

RFID Journal LIVE! 2015

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Discount Deadline: March 25, 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'	152.15	197.80	
50256	10' x 20'	289.05	375.75	
50257	10' x 30'	433.60	563.70	
50258	10' x 40'	578.15	751.60	

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	2.90	3.75	
-------	-----------------	------	------	--

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	4.75	6.20	
46003	Rental 1000+/sq.ft	4.10	5.35	
46002	Purchase/sq.ft.	10.80	14.05	

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

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

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.75	1.00	
50008	1" Padding	1.60	2.10	
50010	Visqueen	0.30	0.40	

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
47001	Vacuum Once	0.43	0.55	
47002	Daily Vacuum	1.29	1.70	

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

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.45	0.60	
47031	Daily Porter Svc	1.40	1.80	

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

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

Total Carpeting & Cleaning	\$
8.00% 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.

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EXPO FURNISHINGS

RFID Journal LIVE! 2015

April 15 - 17, 2015

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Discount Deadline: March 25, 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	99.20	128.95	
50046			6'L X 30"H	119.55	155.40	
50050			8'L X 30"H	153.05	198.95	
50043			4'L X 42"H	119.55	155.40	
50047			6'L x 42"H	153.05	198.95	
50051			8'L x 42"H	180.05	234.05	
50052			4th Side 30"	59.80	77.75	
50171			4th Side 42"	59.80	77.75	

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	68.75	89.40	
50044		6'L X 30"H	80.40	104.50	
50048		8'L X 30"H	96.70	125.70	
50041		4'L X 42"H	77.40	100.60	
50045		6'L x 42"H	96.70	125.70	
50049		8'L x 42"H	107.80	140.15	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	41.55	54.00	
50084			6'L X 6"H	53.00	68.90	
50086			8'L X 6"H	67.20	87.35	
50083			4'L X 12"H	84.25	109.55	
50085			6'L x 12"H	104.90	136.35	
50087			8'L x 12"H	116.85	151.90	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	20.00	26.00	
50078		6'L X 6"H	28.05	36.45	
50080		8'L X 6"H	36.40	47.30	
50077		4'L X 12"H	38.85	50.50	
50079		6'L x 12"H	55.45	72.10	
50081		8'L x 12"H	67.80	88.15	

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STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	59.80	77.75	
50021		Arm Chair	81.55	106.00	
50024		Stool w/back	85.85	111.60	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	17.95	23.35	
50094		Floor Easel	35.30	45.90	
50245		Literature Rack	135.85	176.60	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	169.50	220.35	
50092		Coat Rack	60.15	78.20	
50093		Garment Rack	169.50	220.35	



Code	Qty.	Item	Discount	Regular	Amount
50427		Lens Barrier Stanchion	90.30	117.40	
50095		Sign Holder, 22x28	117.35	152.55	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	13.45	17.50	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

☐ Red (01)

☐ Green (02)

☐ White (03)

☐ Gold (04)

☐ Blue (05)

☐ Black (06)

☐ Burgundy (07)

☐ Grey (10)

☐ Teal (13)

Total Expo Furnishings: \$ _____

8.000% Tax*: \$ _____

Amount Due: \$ _____

Booth #: _____

Phone #: _____



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SPECIALTY FURNISHINGS/ACCESSORIES

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SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	64.10	83.35	
51090	Director's Stool	114.65	149.05	
51089	Ped. Table, 42"	168.50	219.05	
50032	Ped. Table, 30"	168.50	219.05	
50030	Rnd Side Table	81.55	106.00	
50031	Sq. Side Table	81.55	106.00	

SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	638.95	830.65	
50068	Full View 6'	359.85	467.80	
50069	Quarter View 4'	638.95	830.65	
50070	Quarter View 6'	704.85	916.30	

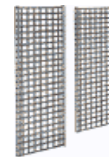
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



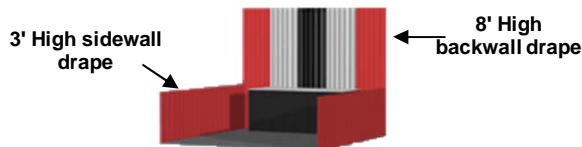
Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	37.40	48.60	
50088	8' Upright	22.50	29.25	
50089	8' Crossbar	14.95	19.45	

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	152.80	198.65	
50237	2'x8' w/o legs, each	114.50	148.85	
50242	7-Ball Waterfall	10.50	13.65	

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



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	15.55	20.20	
50074	3' High	12.25	15.95	

Choose Color: Minimum 4' panel rental required.

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

VELCRO TACK BOARD



50061



50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horiz.	206.85	268.90	
50061	4' x 8' Vert.	206.85	268.90	

Total Specialty Furnishings/Accessories:	\$
8.000% Tax*:	\$
Amount Due:	\$

Please complete the following:

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Contact Name: _____ **Phone #:** _____
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COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	740.65	962.85	
	LSM	656.70	853.70	
	OCB	538.45	700.00	
Lisbon - Charcoal Leather				
	SOC	973.70	1265.80	
	LSC	878.20	1141.65	
	CHC	645.25	838.85	
Memphis				
	MPS	696.85	905.90	
	MPC	494.50	642.85	
Roma				
	CHR003	441.50	573.95	
	SFA003	676.95	880.05	
Newport				
	SED	1893.90	2462.05	
	LSD	845.75	1099.50	
	CHD	465.85	605.60	
Miscellaneous Seating				
	SO1	840.00	1092.00	
	OCU	517.45	672.70	
	BCW	1011.90	1315.45	
	OCH	935.60	1216.30	
Ottomans				
	OTS	248.40	322.90	
	OTP	479.25	623.05	
	OTQ	413.00	536.90	
	OTL	483.70	628.80	
	OTK	483.70	628.80	
	OTM	500.15	650.20	
	OTN	462.45	601.20	
	OTH	152.65	198.45	
	VIB02	115.25	149.85	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	355.05	461.55	
	C1F	324.60	422.00	
	C1C	334.10	434.35	
	COLI	212.25	275.95	
End Tables				
	E1E	334.10	434.35	
	E1F	303.50	394.55	
	E1C	313.10	407.05	
	EOLI	199.25	259.05	
Lamps				
	LA15	188.05	244.45	
	LA14	127.30	165.50	
	TRW	359.95	467.95	



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Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Subtotal	\$
8.000% Tax*	\$
Amount Due:	\$

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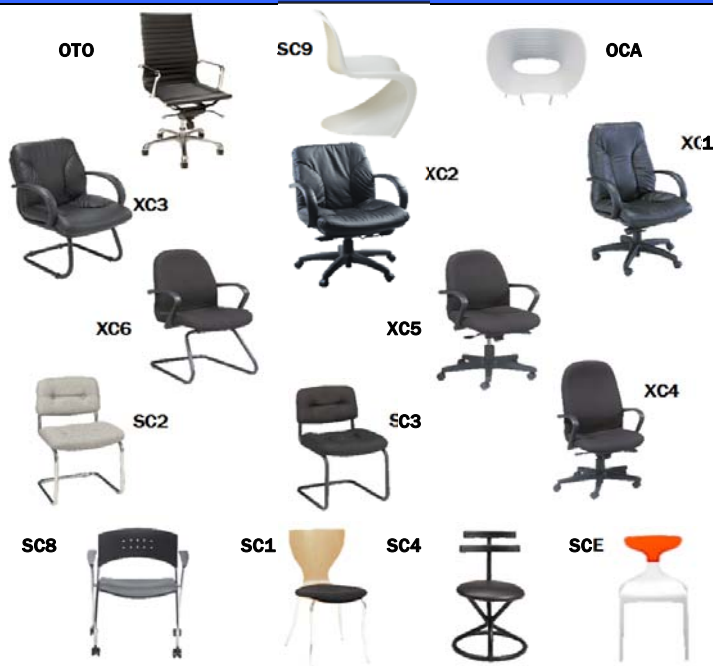
CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	542.30	705.00	
	CF2 (60"L)	523.10	680.05	
	CE1 (42"L)	374.20	486.45	
	CF1 (42"L)	355.05	461.55	
Graphite Nebula - 29" High				
	CB2 (6'L)	584.25	759.55	
	CB3 (8'L)	708.35	920.85	
	CB1 (42"RND)	479.20	622.95	
Mahogany - 29" High				
	CC6 (6'L)	542.30	705.00	
	CC7 (8'L)	668.15	868.60	
	CC8 (10'L)	1063.40	1382.40	
	CC5 (42"RND)	476.55	619.50	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	385.60	501.30	



CONFERENCE CHAIRS & OCCASSIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	572.70	744.50	
	SC9	252.00	327.60	
Luxor - Black Leather				
	XC3	469.70	610.60	
	XC2	509.75	662.70	
	XC1	542.30	705.00	
Altura - Black Crepe				
	XC6	418.15	543.60	
	XC5	460.10	598.15	
	XC4	500.15	650.20	
Brewer				
	SC3	223.40	290.40	
	SC2	223.40	290.40	
Miscellaneous Chairs				
	SC8	208.05	270.45	
	SC1	238.65	310.25	
	SC4	238.65	310.25	
	SCE	116.55	151.50	
	OCA	346.05	449.85	



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Subtotal \$ _____

Contact Name: _____

Phone #: _____

8.000% Tax*: \$ _____

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	315.10	409.65	
	VTM	315.10	409.65	
30" Round x 42" High				
	VTK	304.00	395.20	
	VTJ	304.00	395.20	
	VTF	344.75	448.20	
	VTC	304.00	395.20	
	WTJ	385.40	501.00	
	WTF	424.50	551.85	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1766.40	2296.30	
	BRC	5084.30	6609.60	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Banana - Chrome, 30" High				
	BST	311.50	404.95	
	BSS	311.40	404.80	
Oslo - 30" High				
	BSD	324.40	421.70	
	BSC	324.40	421.70	
Miscellaneous				
	BSL (29"H)	246.80	320.85	
	BSN (29"H)	350.30	455.40	
	BCE (32"H)	287.25	373.45	
	BS003	364.25	473.55	



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Amount Due:	\$



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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	292.85	380.70	
	ZTN	292.85	380.70	
	ZTM	292.85	380.70	
	XTP	394.80	513.25	
	XTN	394.80	513.25	
	XTM	394.80	513.25	
30" Round x 29" High				
	ZTK	263.25	342.25	
	ZTJ	263.25	342.25	
	XTK	363.30	472.30	
	XTJ	363.30	472.30	
	XTF	400.30	520.40	



ZTP - 36"
ZTK - 30"



ZTN - 36"
ZTJ - 30"



ZTM - 36"



XTP - 36"
XTK - 30"



XTN - 36"
XTJ - 30"



XTM - 36"



XTF - 30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	140.90	183.15	
	CS9	140.90	183.15	
Altura - Black Crepe				
	SY1	253.90	330.05	
	DF1	376.30	489.20	

CS8



CS9



SY1



DF1



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDL	597.55	776.80	
	BC6	433.65	563.75	
	BC7	424.50	551.85	
	ET1	433.65	563.75	
	ET2	433.65	563.75	
Training Room				
	CP5	507.90	660.25	
	PO3	608.00	790.40	
	PO1	385.40	501.00	
	WD2	446.70	580.70	
	JD6	731.30	950.70	
Lateral Files				
	L26	537.55	698.80	
	L27	507.90	660.25	
Refrigerator				
	R1Q	354.05	460.25	

PEDESTALS
PDL

COLOR
Black

SIZE
24"LX24"Dx42"H

PDL



BC6



BC7



ET1



ET2



CP5



PO3



PO1



WD2



JD6



L26



L27



R1Q



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Subtotal	\$
8.000% Tax*	\$
Amount Due:	\$



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

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- *Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

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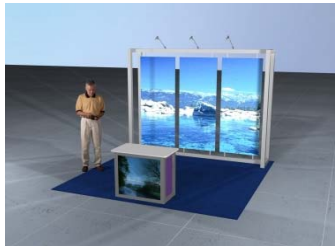
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3106.90	4038.95
	10' x 20'	5059.45	6577.30
Subtotal			

(66470, 66471)

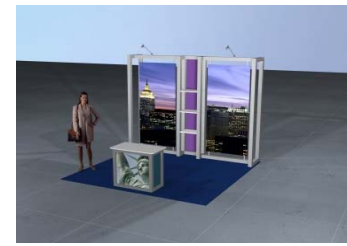
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2167.45	2817.70
	10' x 20'	3794.00	4932.20
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2688.55	3495.10
	10' x 20'	5104.75	6636.20
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3260.25	4238.35
	10' x 20'	3864.00	5023.20
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3441.40	4473.80
	10' x 20'	4769.65	6200.55
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3163.65	4112.75
	10' x 20'	4648.65	6043.25
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 #: _____	8.000% Tax*: \$
Authorized Signature: _____		Amount Due: \$

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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'	3374.95	4387.45
	10' x 20'	5101.70	6632.20
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3199.90	4159.85
	10' x 20'	4407.40	5729.60
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3350.80	4356.05
	10' x 20'	5313.00	6906.90
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1992.40	2590.10
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3477.60	4520.90
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	\$
8.000% 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

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Discount Deadline: March 16, 2015

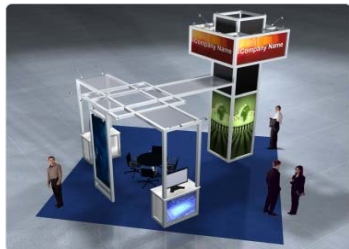
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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>

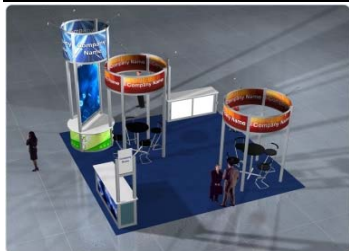
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	7909.15	10281.90
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	11733.15	15253.10
Subtotal			

(66498)

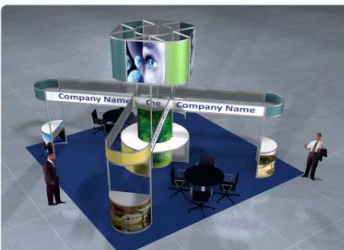
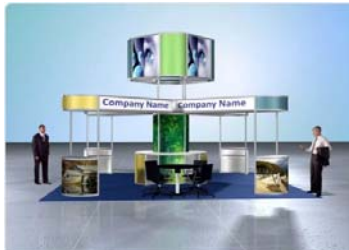
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	11060.70	14378.90
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	11350.50	14755.65
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 #: _____	8.000% 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.



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ISLAND BOOTH RENTALS

RFID Journal LIVE! 2015

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Discount Deadline: March 16, 2015

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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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'	11471.25	14912.65
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	8446.45	10980.40
Subtotal			

(66495)

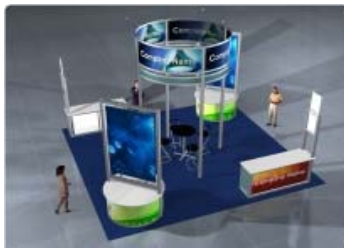
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8271.40	10752.80
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	12316.50	16011.45
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 #: _____	8.000% 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.

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**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**EXHIBIT RENTAL ACCESSORIES****RFID Journal LIVE! 2015**

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Discount Deadline: March 16, 2015**SHOWCASES AND LOCKING CABINETS****Quartermview 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		Quartermview	857.35	1114.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	925.25	1202.85	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					

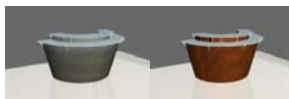
**LC1 - 1 meter wide**

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

**LC2 - 1.5 meters wide**

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

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	635.40	826.00	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	771.10	1002.45	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	468.75	609.40	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

RECEPTION COUNTERS AND COMPUTER STANDS**RC1**

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

**RC2**

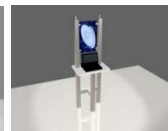
4' 9" W x 2' 3" D x 3' 3" H

**RC3***

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

**CS1***

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

**CS2***

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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	1838.95	2390.65	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	679.60	883.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1474.20	1916.45	
66285		CS1*	857.35	1114.55	
66286		CS2*	499.70	649.60	

*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	454.00	590.20	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	801.85	1042.40	
66279		GL2*	758.70	986.30	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1717.55	2232.80	

**Gondola**

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

**GL1***

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

**GL2***

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



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

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

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$ _____
Contact Name: _____	Phone #: _____	8.000% 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.

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**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

SIGN ORDER FORM

RFID Journal LIVE! 2015**April 15 - 17, 2015****San Diego Convention Center - San Diego, California**

Event Code: C184800415

Discount Deadline: March 25, 2015**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	135.85	176.60	
70010		Horz., 22" x 28"	135.85	176.60	
70011		Vertical, 28" x 44"	207.00	269.10	
70012		Horz., 28" x 44"	207.00	269.10	
70025		Meterboard, 39" x 90.75"	418.95	544.65	
Accessories					
70017		Blank Foamcore, 4' x 8'	36.95	48.05	
70021		Velcro, per ft, min. 5 ft.	2.45	3.20	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	17.20	22.35	
70071		grommets, per sq. ft. - Horizontal	17.20	22.35	
70066		Pockets, per sq. ft. - Vertical	18.50	24.05	
70072		Pockets, per sq. ft.- Horizontal	18.50	24.05	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	40.65	52.85	

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	\$
8.000% 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"	4528.15	6339.40
69142	16' x 48"	7196.70	10075.40

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"	5506.20	7708.70



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4455.70	6238.00



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	1237.70	1732.80
69146	10' x 48" Double	2632.35	3685.30

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Monday, March 16, 2015

**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: C184800415

RFID Journal LIVE! 2015

April 15 - 17, 2015
San Diego Convention Center - San Diego, California

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	8.000% 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

RFID Journal LIVE! 2015

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:**

Tuesday, April 07, 2015



HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

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

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Discount Deadline: March 25, 2015

SIGN ASSEMBLY/DISASSEMBLY 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	84.13	109.35	\$
69151		OT	146.44	190.35	\$
69152		DT	169.06	219.80	\$

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

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Doubletime: All day Saturday & Sunday, all other hours and holidays

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.

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	84.13	109.35	\$
69154		OT	146.44	190.35	\$
69155		DT	169.06	219.80	\$

Sup install: 68069 Sup dismantle: 68073

Total Estimated Assembly/Dismantle: \$

N/A Tax*: \$

Estimated Amount Due: \$

OVERHEAD RIGGING CREW

RIGGING INSTALLATION					
Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	539.50	701.35	\$
69002		OT	659.15	856.90	\$
69005		DT	702.60	913.40	\$

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Doubletime: All day Saturday & Sunday, all other hours and holidays

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.

RIGGING REMOVAL					
Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	539.50	701.35	\$
69004		OT	659.15	856.90	\$
69006		DT	702.60	913.40	\$

Total Estimated Install/Removal: \$

N/A Tax*: \$

Estimated Amount Due: \$

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: \$

N/A Tax*: \$

Amount Due: \$

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

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

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

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Discount Deadline: March 25, 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	503.40	755.10	
69016		Half Ton Hoist/Chain Motor	444.20	666.30	
69101		1/4 Ton Hoist/Chain Motor	266.50	399.75	
69019		Rotating Motor 500 LB Limit	473.80	710.70	
69020		Rotating Motor 200 LB Limit	266.50	399.75	

- ☐ Rotate Clockwise
- ☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	23.70	35.55	
6909406		12" Black Box Truss (Per FT)	23.70	35.55	
Truss Details					
(QTY/Size)					
6903815		12" Silver Corner Block	88.85	133.30	
903806		12" Black Corner Block	118.45	177.70	
70067		Design Fee (Hourly)	148.05	192.45	

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.

_____ feet in from back aisle/booth # _____

_____ feet in from left aisle/booth # _____

_____ feet in from right aisle/booth # _____

_____ feet in from front aisle/booth # _____

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: \$

8.000% 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.



LABOR ORDER FORM

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Discount Deadline: March 25, 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	67.30	87.50	30% **	
68067		OT	117.15	152.30	30% **	
68068		DT	135.25	175.85	30% **	

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

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	67.30	87.50	
68061		OT	117.15	152.30	
68062		DT	135.25	175.85	

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 - 8:30 PM
 DT - Double time: All day Saturday & Sunday, all other hours and holidays

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

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.15	1.50	
68079		MINIMUM	134.60	175.00	

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

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

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

SHEPARD SUPERVISION INFORMATION

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

Inbound Freight Information

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

Outbound Freight Information

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

Set-up Information for Installation

Please check all that apply and provide information where requested.

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

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
 Hotel: _____
 Arrival date/time: _____
 Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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

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

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Customer Service Email: lasvegas@shepardes.com

Event Code: C184800415

Discount Deadline: March 25, 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	210.85	274.00	
35039		Overtime Hourly Rental	266.55	346.50	
35067		Double-time Hourly Rental	286.95	373.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	421.65	548.25	
35049		Overtime Hourly Rental	533.15	693.00	
35069		Double-time Hourly Rental	573.80	746.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	632.50	822.25	
35066		Overtime Hourly Rental	799.65	1039.50	
35070		Double-time Hourly Rental	860.70	1119.00	

CRANE RENTAL AVAILABLE UPON REQUEST

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:30 PM

DT - Double time: All day Saturday & Sunday, 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	84.13	109.35	
35086		Overtime Hourly Rate	146.44	190.35	
35099		Double-time Hourly Rate	169.06	219.80	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	67.30	87.50	
35100		Overtime Hourly Rate	117.15	152.30	
35101		Double-time Hourly Rate	135.25	175.85	

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

RFID Journal LIVE! 2015

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

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

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

Requested Pick Up Date: _____

Hours of Operation: _____

Company: _____

Address: _____

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

Crates	
Cartons (cardboard)	
Cases/Trunks (fiber) (color)	
Skids/Pallets	
Carpet (color)	
Other	
Total Pieces	Total Wt.

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 ☐ MasterCard ☐ VISA ☐ American Express

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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

Please complete the following:

Exhibiting Co. Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Email: _____ Fax #: _____

Authorized Signature: _____

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

FAX COMPLETED FORM TO 404-720-8733



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

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



Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

RFID Journal LIVE! 2015

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	Shepard c/o Hoenscheidt Transportation Services
	6987 Calla de Linea Ste 107
	San Diego, CA 92154
	Delivery Hours: M-F, 8-4:30 PM
For: RFID Journal LIVE! 2015	
First day freight can arrive w/o a surcharge: March 18, 2015	
Last day freight can arrive w/o a surcharge: April 7, 2015	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	Shepard c/o Hoenscheidt Transportation Services
	6987 Calla de Linea Ste 107
	San Diego, CA 92154
	Delivery Hours: M-F, 8-4:30 PM
For: RFID Journal LIVE! 2015	
First day freight can arrive w/o a surcharge: March 18, 2015	
Last day freight can arrive w/o a surcharge: April 7, 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
	San Diego Convention Center
	111 West Harbor Drive
	San Diego, CA 92101
For: RFID Journal LIVE! 2015	
MUST NOT BE DELIVERED PRIOR TO:	
April 14, 2015 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	San Diego Convention Center
	111 West Harbor Drive
	San Diego, CA 92101
For: RFID Journal LIVE! 2015	
MUST NOT BE DELIVERED PRIOR TO:	
April 14, 2015 @ 8:00 AM	




HANGING SIGN SHIPPING LABELS

RFID Journal LIVE! 2015

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 #: _____
	Shepard c/o Hoenscheidt Transportation Services 6987 Calla de Linea Ste 107 San Diego, CA 92154
	Delivery Hours: M-F, 8-4:30 PM
	For: RFID Journal LIVE! 2015
	First day freight can arrive w/o a surcharge: March 18, 2015
	Last day freight can arrive w/o a surcharge: April 7, 2015

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	Shepard c/o Hoenscheidt Transportation Services 6987 Calla de Linea Ste 107 San Diego, CA 92154
	Delivery Hours: M-F, 8-4:30 PM
	For: RFID Journal LIVE! 2015
	First day freight can arrive w/o a surcharge: March 18, 2015
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MATERIAL HANDLING AUTHORIZATION

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

Shepard Exposition Services

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Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SHIPMENT INFORMATION

Please complete the following information:

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

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

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

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

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

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

COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	66.95	87.00	100.50		
	Uncrated	100.50	130.75	150.75		
	Sp. Handling	87.00	113.00	130.50		
Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT						
Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT						
Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT						
Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	72.20	93.75	108.25		
	Sp. Handling	93.75	122.00	140.75		
Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT						
Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT						
Small Packages (FedEx/UPS/DHL under 30 lbs.)						
Pieces	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Per Carton	36.00	46.75	54.00		
	Min. per ship.	72.00	93.50	108.00		
Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT						
Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT						

Signature Series Material Handling						
Direct Shipments to Showsite						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	60.25	78.25	90.50		
	Uncrated	90.50	117.75	135.75		
	Sp. Handling	78.25	101.75	117.50		
Crated: 35431 - ST/ST 35432 - ST/OT 35433 - OT/OT						
Uncrated: 35434 - ST/ST 35435 - ST/OT 35436 - OT/OT						
Special Handling: 35437 - ST/ST 35438 - ST/OT 35439 - OT/OT						
Advance Shipments to Warehouse						
Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	65.00	84.50	97.50		
	Sp. Handling	84.50	109.75	126.75		
Crated: 35440 - ST/ST 35441 - ST/OT 35442 - OT/OT						
Special Handling: 35443 - ST/ST 35444 - ST/OT 35445 - OT/OT						

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

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

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

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

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

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

Please complete the following:

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

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

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

* All tax rates are subject to change.

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STORAGE AUTHORIZATION FORM

RFID Journal LIVE! 2015**April 15 - 17, 2015****San Diego Convention Center - San Diego, California**

Event Code: C184800415

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.

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MATERIAL HANDLING INFORMATION

RFID Journal LIVE! 2015

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

RFID Journal LIVE! 2015

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~UNCRAVED~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 UNCRAVED materials?

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

What is SPECIAL HANDLING?

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

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

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

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

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

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

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



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

RFID Journal LIVE! 2015

April 15 - 17, 2015

San Diego Convention Center - San Diego, California

Event Code: C184800415

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:

In the event your designated carrier fails to pickup:

☐ Ground ☐ Overnight ☐ 2nd Day ☐ 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.



RFID Journal LIVE! 2015

San Diego Convention Center
San Diego, CA USA
April 15-17

International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC

1100 S Tamiami Trail, Suite B
Venice, FL 34285
Tel: 714-617-6675
US Toll Free: 866-298-3422
Fax: 941-484-1017
Contact: Margaret Churchill
E-mail: mchurchill@agilitylogistics.com
www.agilitylogistics.com

International Shipping

As a partner of Shepard Exposition Services, Agility Fairs & Events provides complete freight forwarding and customs brokerage services for international freight. Some of our services include shipping international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

What are the '10+2' Importer Security Filing ocean shipment regulations?

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

What steps must be taken to satisfy the '10+2' ISF requirements?

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: expousa@agilitylogistics.com or 714-617-6675. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshow as well as ISF requirements related to exhibition shipments.

When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to \$5,000 may be incurred.

Additional information is available at www.cbp.gov and questions may be sent to [Security Filing General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov) or by contacting Agility Fairs and Events USA at expousa@agilitylogistics.com.

How is my shipment cleared through U.S. Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

What services can Agility Fairs & Events provide at the exhibition?

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

What are the Agility Fairs & Events payment terms?

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at www.agilitylogistics.com/fairsevents enquiry.**

How do I contact Agility Fairs & Events in my country?

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

Canada

Agility Fairs & Events
410 Admiral Blvd
Mississauga, Ontario
L5T 2N6 Canada
Contact: Paula Wilkie
Tel: +1 905 612 7158
Fax: +1 905 612 7520
Email: pwilkie@
agilitylogistics.com

China

Agility Fairs & Events / Trans-Link
Room 1211, Prime Tower No. 22
Chaowai St., Chaoyang District
Beijing 100020 China
Contact: Kathy Lin
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
Email: klin@agilitylogistics.com

Denmark

Blue Water Shipping A/S
Trafikhavnskaj 11
DK-6700 Esbjerg
Denmark
Contact: Claus Bæk
Tel: +45 79 13 41 88
Fax: +45 79 13 46 77
Email: exhibition_ebj@bws.dk

France

Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaires
Terrasse H, 75015
Paris, France
Contact: Abdi El Houari
Tel: +33 1 4863 3381
Fax: +33 1 4863 3382
Email: AEL-Houari@
agilitylogistics.com

Germany

Agility Fairs & Events GmbH
Heltorfer Str. 1a
40472 Duesseldorf
Germany
Tel: +49-211-94207-50
Fax: +49-211-94207-59
Email: CHoelzer@
agilitylogistics.com

Hong Kong

Agility Fairs & Events
Unit 2105-2017, 21/F
CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung
NT, Hong Kong SAR
Contact: June Mea
Tel: +852 2211 8207 / 8200
Fax: +852 2866 2421
Email: jmea@agilitylogistics.com

Italy

Agility Fairs & Events
Strada Vecchia Paurlese 5/A
Pantigliate, Milan 20090 Italy
Contact: Marilena Doneda
Tel: +39 02 269 051
Fax: +39 02 2690 5346
Email: mdoneda@agilitylogistics.com

Japan

Agility Fairs & Events
Segi Building 4th Floor
7-1 Iwamotocho
1-Chome, Chiyoda-ku
Tokyo 101-0032 Japan
Contact: Tokiko Inaba
Tel: +81 (03) 5821 4617
Fax: +81 (03) 5821 4610
Email: expojapan@
agilitylogistics.com

Korea

Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul, 100-760, Korea
Contact: Jim Lim
Tel: +82 2 2192 7426
Fax: +82 2 539 9420
Email: ljim@agilitylogistics.com

Netherlands

Fairexx BV
De Trompet 1540
1967 DB Heemskerk
Netherlands
Contact: Paul van Zijl
Tel: 31 251 2500 60
Fax: 31 251 2500 65
E-mail: paul.van-zijl@fairexx.nl

Spain

Agility Logistics SA
C/ de la Mar Gropa, 51-59
Zona Franca, ZAL
08040 Barcelona
Spain
Contact: Belina Flores
Tel: +34 93 2970 857
Fax: +34 93 2970 839
Email: beflores@agilitylogistics.com

Sweden

On-Site Exhibitions AB
Norra Gubberogatan 30
S-416 63 Gothenburg
Sweden
Contact: Lena Widman
Tel: +46 31 707 3070
Fax: +46 31 707 3075
Email: lena@onsitegroup.se

Switzerland

Agility Fairs & Events
Bleichestrasse 27
CH-4002 Basel
Switzerland
Contact: Christian Setz
Tel: +41 61 685 9807
Fax: +41 61 691 7036
Email: csetz@agilitylogistics.com

Taiwan

Agility Fairs & Events / Translink
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2, Taipei, Taiwan R.O.C.
Contact: Frances Lin
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: FLinYuKuei@
agilitylogistics.com

United Kingdom

Agility Fairs & Events Logistics Ltd.
One Western Gateway
Royal Victoria Dock
London E16 1XL
United Kingdom
Contact: Garcia Newell
Tel: +44 (0) 207 069 5321
Fax: +44 (0) 843 227 2033
Email: gnewell@agilitylogistics.com

RFID Journal LIVE! 2015 – San Diego, CA USA – April 15-17

Consign all international shipments and corresponding documents as follows:

Consignee: San Diego Convention Center
111 W Harbor Drive
San Diego, CA 92101 USA

Notify: *“Exhibitor Name”* / Booth # _____
RFID Journal LIVE! 2015
c/o Agility Fairs & Events
E-mail: expousa@agility.com
Tel: 714-617-6675
Fax: 941-484-1017

Mark all goods as follows:

“Exhibiting Company Name”
c/o RFID Journal LIVE! 2015
Booth No. _____
San Diego Convention Center
San Diego, CA USA
Made in (*country of origin*)

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Los Angeles terminal: February 15

Deadline for arrival of FCL sea freight to Long Beach port: March 4

Deadline for arrival of air freight to Los Angeles (LAX) airport: March 27

The above deadlines are based on delivery to the advance warehouse dock by April 7th.

Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.

The most important steps to take:

Preparation:

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. **Agility cannot clear shipments sent by courier**. All international shipments must travel on an airline airwaybill. Be aware that couriers in your home country do not give out accurate U.S. Customs information.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued. **Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

Details:

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

Get a free estimate of shipping & import charges at www.agilitylogistics.com/fairseventsenquiry.

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.