



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com
Event Code: L156970911

SHOW INFORMATION

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' draped table
(2) side chairs
(1) wastebasket

F&I Conference & Expo Show drape color(s): Blue, Black & White
Special Finance Conference & Expo Show drape color(s): Blue, Black & White
Aisle carpet color: Facility is carpeted wall to wall.

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, September 26, 2011	8:00 AM - 6:00 PM
Exhibit Hours:	Tuesday, September 27, 2011	11:15 AM - 11:30 AM 4:05 PM - 4:30 PM
	Wednesday, September 28, 2011	11:15 AM - 11:30 AM
Exhibitor Move-out:	Wednesday, September 28, 2011	5:30 PM - 9:00 PM
Freight Re-route Time:	Wednesday, September 28, 2011	8:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Tuesday, August 30, 2011
Discount price deadline for all Shepard orders: Wednesday, September 7, 2011
First day for warehouse deliveries without a surcharge: Tuesday, August 30, 2011
Last day for warehouse deliveries without a surcharge: Monday, September 19, 2011
First day freight can arrive at show facility: Monday, September 26, 2011 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
VSCAC 2011
c/o Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
VSCAC 2011
Hilton-Las Vegas
3000 Paradise Rd
Las Vegas, NV 89109

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



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ONLINE ORDERING INSTRUCTIONS

VSCAC 2011



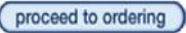
September 26-28, 2011

Hilton-Las Vegas
Las Vegas, Nevada

ATTENTION EXHIBITORS


ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

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


1. Go to www.shepardes.com
2. Click on 
3. Click on [VSCAC 2011](#)
4. Show Information page will be displayed.
5. Log in by entering your email address and password then clicking 
 - a. New users your login information is as follows:
User name: Your email address
Password: **inds11**
OR
 - b. Previous users your login information is as follows:
User name: Your email address
Password: Your pre-existing password
6. If you do not have a password, you will need to do one of the following:
 - a. Get a previously generated password by clicking "[Forgot your password?](#)" and following the prompts.
7. Once you log in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
 - OR
 - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
8. Now you can begin your online ordering experience.

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

To view your shopping cart, click on 

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

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

Shepard Customer Service

(702) 507-5278

lasvegas@shepardes.com



PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD'S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

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

PACKAGING, CRATES, AND EMPTY CONTAINERS

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



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THIRD PARTY PAYMENT AUTHORIZATION

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

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

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

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

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

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

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

SERVICES TO BE COVERED BY THIRD PARTY

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

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ BOOTH # _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:   

Credit Card #:

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

Expiration Date:
Month Year

Security Code:



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EXHIBITOR APPOINTED CONTRACTOR

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Deadline Date: August 30, 2011

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

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

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

- ~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.
- ~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).
- ~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations
- ~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.
- ~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.
- ~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ~ The non-official contractor may not solicit business on the exhibit floor.
- ~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.
- ~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

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

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

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

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



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Discount Deadline: September 7, 2011

SIGNATURE SERIES PACKAGES

VSCAC 2011

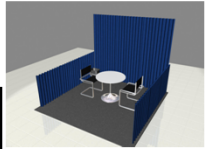
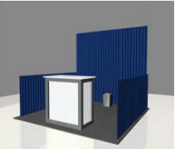
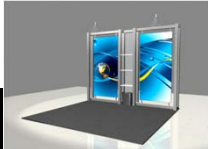
September 26-28, 2011

Hilton-Las Vegas

Las Vegas, Nevada

Signature Series - We Make Exhibiting EZ!!

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

100 SERIES PACKAGE				200 SERIES PACKAGE																			
~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy				~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy																			
~ 6'Lx42"H Skirted Counter (Select Color) 50047 <input type="checkbox"/> (01) Red <input type="checkbox"/> (04) Gold <input type="checkbox"/> (07) Burgundy <input type="checkbox"/> (02) Green <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (03) White <input type="checkbox"/> (06) Black <input type="checkbox"/> (13) Teal				~ 30" Star Base Pedestal Table 50032 ~ (2) Padded Arm Chairs 50021 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47011 ~ Up to 200 lbs. Material Handling* 35030/35010																			
~ (2) Padded Stools with Back 50024 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47011 ~ 200 lbs. Material Handling* 35030/35010																							
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~ 1 Meter Locking Cabinet (LC3) 66284 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47011 ~ Up to 200 lbs. Material Handling* 35030/35010				~ 10'x10' New York Booth 66262 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47011 ~ Up to 200 lbs. Material Handling* 35030/35010																			
																							
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Qty.	Discount	Regular	Amount																				
66326	913.75	1187.90																					
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66329	2464.65	3204.05																					

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

GO GOLD!! Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). \$110.00

GO PLATINUM!! Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. \$275.00

Please complete the following:

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

Subtotal:	\$
8.100% Tax:	\$
Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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EXPO FURNISHINGS

VSCAC 2011

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TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

Red (01) Gold (04) Burgundy (07)

Green (02) Blue (05) Grey (10)

White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	104.95	136.45	
50046			6'L X 30"H	126.50	164.45	
50050			8'L X 30"H	162.00	210.60	
50043			4'L X 42"H	126.50	164.45	
50047			6'L x 42"H	162.00	210.60	
50051			8'L x 42"H	190.50	247.65	
50052			4th Side 30"	63.25	82.25	
50171			4th Side 42"	63.25	82.25	

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

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	72.75	94.60	
50044		6'L X 30"H	85.15	110.70	
50048		8'L X 30"H	102.35	133.05	
50041		4'L X 42"H	81.90	106.45	
50045		6'L x 42"H	102.35	133.05	
50049		8'L x 42"H	114.15	148.40	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	44.05	57.25	
50084		6'L X 6"H	56.10	72.95	
50086		8'L X 6"H	71.15	92.50	
50083		4'L X 12"H	89.15	115.90	
50085		6'L x 12"H	111.00	144.30	
50087		8'L x 12"H	123.65	160.75	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	21.15	27.50	
50078		6'L X 6"H	29.75	38.70	
50080		8'L X 6"H	38.55	50.10	
50077		4'L X 12"H	41.10	53.45	
50079		6'L x 12"H	58.65	76.25	
50081		8'L x 12"H	71.75	93.30	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	63.25	82.25	
50021		Arm Chair	86.25	112.15	
50024		Stool w/back	90.85	118.10	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	19.00	24.70	
50094		Floor Easel	37.40	48.60	
50245		Literature Rack	143.75	186.90	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	179.40	233.20	
50092		Coat Rack	63.70	82.80	
50093		Garment Rack	179.40	233.20	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	52.35	68.05	
50102		Velvet Rope, 7'	83.55	108.60	
50095		Sign Holder, 22x28	124.20	161.45	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	14.25	18.55	
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Please choose color from skirted table section.

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Booth #: _____

Phone #: _____

Total Expo Furnishings: \$ _____

8.100% Tax: \$ _____

Amount Due: \$ _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com
Event Code: L156970911

CARPETING & CLEANING

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

EXPO CARPET - 16 OZ.

Choose Color:

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

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	161.00	209.30	
50256	10' x 20'	305.90	397.65	
50257	10' x 30'	458.85	596.50	
50258	10' x 40'	611.80	795.35	

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

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	3.05	3.95	
-------	-----------------	------	------	--

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

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

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

Choose Color:

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

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	5.05	6.55	
46003	Rental 1000+/sq.ft	4.35	5.65	
46002	Purchase/sq.ft.	11.45	14.90	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

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

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.75	1.00	
50008	1" Padding	1.75	2.30	
50010	Visqueen	0.35	0.45	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.37	0.50	
47002	Daily Vacuum	0.74	0.95	

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

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.40	0.50	
47031	Daily Porter Svc	0.45	0.60	

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

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

Total Carpeting & Cleaning	\$
8.10% 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.

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SPECIALTY FURNISHINGS/ACCESSORIES

VSCAC 2011

September 26-28, 2011

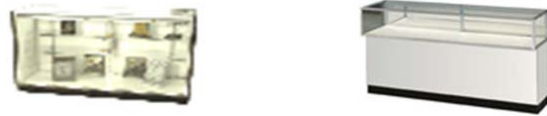
**Hilton-Las Vegas
Las Vegas, Nevada**

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	67.85	88.20	
51090	Director's Stool	121.35	157.75	
50032	Ped. Table,30"	178.25	231.75	
51089	Ped. Table,42"	178.25	231.75	
50030	Rnd Side Table	86.25	112.15	
50031	Sq. Side Table	86.25	112.15	

SHOWCASES



Full View

Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	676.15	879.00	
50068	Full View 6'	745.85	969.60	
50069	Quarter View 4'	676.15	879.00	
50070	Quarter View 6'	745.85	969.60	

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

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	39.55	51.40	
50098	Refrigerator	514.90	669.35	
50088	8' Upright	23.75	30.90	
50089	8' Crossbar	15.80	20.55	



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

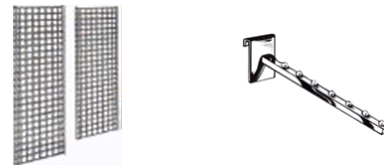
Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	16.40	21.30	
50074	3' High	12.95	16.85	

Choose Color: Minimum 4' panel rental required.

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

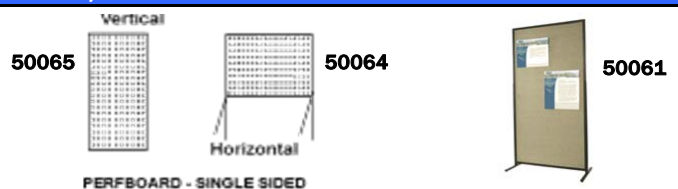
GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'X8' w/legs, each	161.65	210.15	
50237	2'X8' w/o legs, each	121.15	157.50	
50242	7-Ball Waterfall	11.10	14.45	

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

1/4" PERFBORD & VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50065	4'X8' Vert., 1/4"holes	218.20	283.65	
50064	4'X8' Horz., 1/4"holes	218.20	283.65	
50104	6" Hooks (12)	35.95	46.75	
50060	4' X 8' Horz.	218.90	284.55	
50061	4' x 8' Vert.	218.90	284.55	

Total Specialty Furnishings/Accessories: \$ _____
8.100% Tax: \$ _____
Amount Due: \$ _____

Please complete the following:

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Authorized Signature: _____

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EXECUTIVE FURNITURE

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	627.35	815.55	
	LSM	556.15	723.00	
	OCB	456.00	592.80	
Lisbon - Charcoal Leather				
	SOC	824.60	1072.00	
	LSC	743.75	966.90	
	CHC	546.55	710.50	
Memphis				
	MPS	590.20	767.25	
	MPC	418.75	544.40	
Astro				
	SOQ	767.95	998.35	
	CHQ	507.75	660.10	
Newport				
	SED	1603.90	2085.05	
	LSD	716.30	931.20	
	CHD	394.50	512.85	
Miscellaneous Seating				
	SO1	711.40	924.80	
	OCU	438.15	569.60	
	OCW	857.00	1114.10	
	OCY	213.45	277.50	
Ottomans				
	OSA	339.55	441.40	
	OTP	378.30	491.80	
	OTM	423.60	550.70	
	OTH	129.30	168.10	
	OTD	119.65	155.55	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	300.75	391.00	
	C1F	274.90	357.35	
	C1C	282.90	367.75	
	C1M	274.85	357.30	
End Tables				
	E1E	282.90	367.75	
	E1F	257.10	334.25	
	E1C	265.20	344.75	
	E1M	237.65	308.95	
Lamps				
	LA1-floor lamp	168.15	218.60	
	LA2-table lamp	168.15	218.60	



Subtotal	\$
8.100% Tax	\$
Amount Due	\$

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Please complete the following:

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

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EXECUTIVE FURNITURE

VSCAC 2011

September 26-28, 2011

Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	459.20	596.95	
	CF2 (60"L)	443.05	575.95	
	CE1 (42"L)	316.90	411.95	
	CF1 (42"L)	300.75	391.00	
Graphite Nebula - 29" High				
	CB2 (6'L)	494.80	643.25	
	CB3 (8'L)	599.85	779.80	
	CB1 (42"RND)	405.85	527.60	
Mahogany - 29" High				
	CC6 (6'L)	459.20	596.95	
	CC7 (8'L)	565.90	735.65	
	CC8 (10'L)	900.55	1170.70	
	CC5 (42"RND)	403.55	524.60	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	326.60	424.60	



CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	485.05	630.55	
	SC9	213.45	277.50	
Luxor - Black Leather				
	XC3	397.75	517.10	
	XC2	431.70	561.20	
	XC1	459.20	596.95	
Altura - Black Crepe				
	XC6	354.10	460.35	
	XC5	389.70	506.60	
	XC4	423.60	550.70	
Brewer				
	SC3	189.20	245.95	
	SC2	189.20	245.95	
Miscellaneous Chairs				
	SC8	176.25	229.15	
	SC1	202.10	262.75	
	SC4	202.10	262.75	
	SC6	247.40	321.60	



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Please complete the following:

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

Subtotal	\$
8.100% Tax	\$
Amount Due:	\$

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EXECUTIVE FURNITURE

VSCAC 2011

September 26-28, 2011

Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	274.90	357.35	
	VTM	274.90	357.35	
30" Round x 42" High				
	VTK	265.20	344.75	
	VTJ	265.20	344.75	
	VTF	300.75	391.00	
	VTC	265.20	344.75	
	WTJ	336.25	437.15	
	WTF	370.30	481.40	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1540.85	2003.10	
	BRC	4435.05	5765.55	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	202.10	262.75	
	BS2	202.10	262.75	
	BS1	202.10	262.75	
Banana - Chrome, 30" High				
	BST	271.65	353.15	
	BSS	271.65	353.15	
Oslo - 30" High				
	BSD	282.95	367.85	
	BSC	282.95	367.85	
Miscellaneous				
	BSL (29"H)	215.05	279.55	
	BSN (29"H)	305.60	397.30	



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

Please complete the following:

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

Subtotal	\$	
8.100% Tax	\$	
Amount Due:	\$	

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EXECUTIVE FURNITURE

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Las Vegas, Nevada

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	255.40	332.00	
	ZTN	255.40	332.00	
	ZTM	255.40	332.00	
	XTP	344.35	447.65	
	XTN	344.35	447.65	
	XTM	344.35	447.65	
30" Round x 29" High				
	ZTK	229.60	298.50	
	ZTJ	229.60	298.50	
	XTK	316.90	411.95	
	XTJ	316.90	411.95	
	XTF	349.20	453.95	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	122.90	159.75	
	CS9	122.90	159.75	
Altura - Black Crepe				
	SY1	221.50	287.95	
	DF1	328.20	426.65	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDF	443.05	575.95	
	PDH	459.20	596.95	
	PDK	494.80	643.25	
	PDL	506.05	657.85	
	BC6	378.30	491.80	
	BC7	370.30	481.40	
	ET1	378.30	491.80	
	ET2	378.30	491.80	
Training Room				
	CP5	443.05	575.95	
	PO3	530.30	689.40	
	PO1	336.25	437.15	
	WD2	389.70	506.60	
	CO4	336.25	437.15	
Lateral Files				
	L26	468.90	609.55	
	L27	443.05	575.95	
Refrigerator				
	R1Q	308.85	401.50	



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Please complete the following:

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

Subtotal	\$
8.100% Tax	\$
Amount Due:	\$

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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
 Customer Service Email: lrubin@shepardes.com
 Event Code: L156970911

EXHIBIT SOLUTIONS BOOTH RENTALS

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

EXHIBIT BOOTH RENTALS					
Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	2545.55	3309.20	
66251		10' x 20'	4177.40	5430.60	
66252		10' x 30'	7832.60	10182.40	
The Chicago					
66253		10' x 10'	2447.80	3182.15	
66254		10' x 20'	3426.70	4454.70	
66255		10' x 30'	4650.05	6045.05	
The Salt Lake City					
66256		10' x 10'	1566.45	2036.40	
The Saint Louis					
66265		10' x 10'	1364.20	1773.45	
The Las Vegas					
66268		20' x 20' Island	9131.60	11871.10	
The Phoenix					
66269		10' x 10'	2871.95	3733.55	
The Detroit					
66257		10' Truss Unit	6520.65	8476.85	

Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	1689.75	2196.70	
66260		10' x 20'	3133.05	4072.95	
66261		10' x 30'	4732.20	6151.85	
The New York					
66262		10' x 10'	2219.25	2885.05	
66263		10' x 20'	4214.10	5478.35	
66264		10' x 30'	6396.65	8315.65	

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. 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	\$
8.100% Tax	\$
Amount Due:	\$

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Event Code: L156970911

EXHIBIT SOLUTIONS ACCESSORIES

VSCAC 2011

September 26-28, 2011

Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Showcases					
66270		Quarterview	907.25	1179.45	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	829.00	1077.70	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	979.10	1272.85	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
Reception Counters					
66274		RC1	1945.95	2529.75	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	719.15	934.90	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1560.00	2028.00	
Computer Stands					
66285		CS1	907.25	1179.45	
66286		CS2	528.70	687.30	
Literature and Product Display					
66277		Gondola	480.40	624.50	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	848.55	1103.10	
66279		GL2	802.85	1043.70	
66280		LS1	256.20	333.05	
66281		LS2	169.65	220.55	
Locking Cabinets					
66282		LC1	672.35	874.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	815.95	1060.75	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	496.05	644.85	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

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



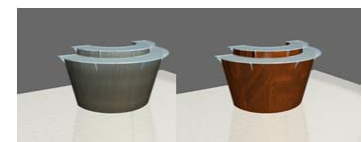
Quarterview Showcase



Triangular Showcase



Square Showcase



RC1



RC2



RC3

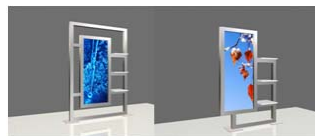


CS1

CS2



Gondola



GL1

GL2



LS1

LS2



LC1 - 1 meter wide



LC3



LC2 - 1.5 meters wide

Please complete the following:

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

Subtotal	\$
8.100% Tax	\$
Amount Due	\$

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EXHIBIT SOLUTIONS TRAFFIC BUILDER

VSCAC 2011
 September 26-28, 2011
 Hilton-Las Vegas
 Las Vegas, Nevada

Discount Deadline: September 7, 2011

TRAFFIC BUILDER RENTALS

INCREASE ATTENDEE TRAFFIC TO YOUR BOOTH!!!

Looking for ways to engage attendees? This compact, custom electronic charging unit does it all. With four separate stations to charge virtually any type of electronic device, this unit sits easily in your booth space with your custom message and it's flashing light, providing an often needed convenience on the show floor to potential prospects and customers.

Please note electricity must be ordered separately - you may find the form in the Utilities section of the service manual.

Phone Charging Station

Code	Qty.	Discount	Regular	Amount
66430		1667.50	2167.75	

Items included in package: (2) 12"W x 30" H double-sided banners:
 ~ (1) - one displaying the text Phone Charging Station on your background artwork
 ~ (1) - one with any logos, text or artwork of your choice.

Info on the ports of the unit:

~ 4 ports: 2 "Lenmar" 6 port USB Hub Charging Stations and 2 iPhones
 * The lenmar can simultaneously charge up to 6 USB compatible devices, including cell phones, MP3 players, PDA's, Blue Tooth headsets, etc.
 * The phones that it can charge are Motorola RAZR/Q, Blackberry, Samsung, LG, Mini USB, and Macro USB

Artwork Submission Information

Submit your company logo/branding by one of the following:
 ~ Email attachment (4 mgs or smaller to lrubin@shepardes.com)
 ~ FTP (.zip compression), for FTP information call 404-720-8652
 ~ CD-ROM, mail to address at top of page
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



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	\$
8.100% Tax:	\$
Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



Las Vegas Show Site Work Rules

TEAMSTERS UNION

Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with Shepard Exposition Services for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes

Exhibitors may set up their own exhibit display if one person can accomplish the task in less than one-half hour (30 minutes) without the use of hand tools.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If your exhibit preparation, installation or dismantling requires more than one half hour (30 minutes), you must use union personnel supplied by the Official Contractor, Shepard Exposition Services. When union labor is required, you may provide your company personnel to work along with a union installer on a one-to-one basis.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the Shepard Exposition Services labor forms enclosed.

Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with Shepard Exposition Services for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Shepard Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Shepard Exposition Services will not be responsible for any material it does not handle.

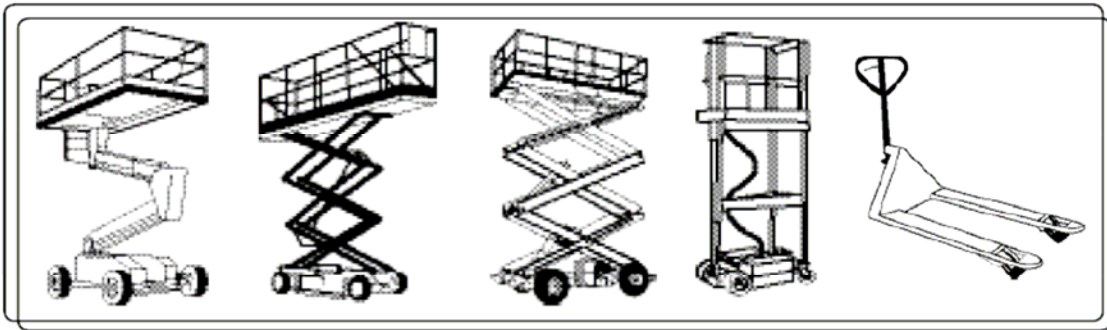
An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas. An exhibitor may move materials that can be carried by hand, by one person, in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Union work rules prohibit the solicitation and or acceptance of tips by any union worker. Workers are paid excellent hourly wages denoting a professional status and tipping is not allowed.



OPERATION OF ALL MECHANICAL LIFTS

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**All lifts and manpower must be provided by
The OFFICIAL CONTRACTOR**

Thank you for your complete cooperation.



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com
Event Code: L156970911

LABOR ORDER FORM

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? Yes No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours _____
Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):
 Installation Dismantling Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):
 Installation Dismantling Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	82.00	106.60	30% **	
68067		OT	123.00	159.90	30% **	
68068		DT	164.00	213.20	30% **	

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	82.00	106.60	
68061		OT	123.00	159.90	
68062		DT	164.00	213.20	

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

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Labor Hours

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

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

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	164.00	213.20	

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

Please note: - Hours are based on estimates, you will be invoiced for actual time incurred. Subtotal \$ _____
- Requested times are not guaranteed and are based on availability. N/A Tax: \$ _____
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments. Amount Due: \$ _____

SHEPARD SUPERVISION INFORMATION

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

Inbound Freight Information

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

Outbound Freight Information

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

Set-up Information for Installation

Please check all that apply and provide information where requested.
Booth Size: [] x []
Forklift required? Yes No
Carpet is? owned rented from Shepard
Carpet padding? Yes No
Drawings are? Faxed to Shepard Shipped w/exhibit crates

Services You Have Ordered (please check all that apply)

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

On-site Exhibitor Contact Information

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

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.



Shepard Exposition Services
 6615 Escondido St., Suite C
 Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com
 Event Code: L156970911

Discount Deadline: September 7, 2011

SIGN ORDER FORM

VSCAC 2011

September 26-28, 2011

**Hilton-Las Vegas
 Las Vegas, Nevada**

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	143.75	186.90	
70010		Horz., 22" x 28"	143.75	186.90	
70011		Vertical, 28" x 44"	219.10	284.85	
70012		Horz., 28" x 44"	219.10	284.85	
70025		Meterboard, 39" x 90.75"	443.35	576.35	
Accessories					
70017		Blank Foamcore, 4'x 8'	39.10	50.85	
70021		Velcro, per ft, min. 5 ft.	2.60	3.40	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	18.25	23.75	
70071		grommets, per sq. ft. - Horizontal	18.25	23.75	
70066		Pockets, per sq. ft. - Vertical	19.60	25.50	
70072		Pockets, per sq. ft.- Horizontal	19.60	25.50	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	43.00	55.90	

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	\$	
8.100% Tax	\$	
Amount Due:	\$	

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

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

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

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

SIGN SUBMISSION INFORMATION

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

File Submission Media

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

Acceptable Software & Formats

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

Artwork Dimensions & Color Specifications

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

Other Graphic Services Available

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

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



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

Event Code: L156970911

SHEPARD LOGISTICS SERVICES

VSCAC 2011

September 26-28, 2011

Hilton-Las Vegas Las Vegas, Nevada

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.	

Declared Value \$ _____
Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

Size of largest piece: L _____ W _____ H _____

Loading Dock Yes No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

SHIP TO

I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
VSCAC 2011
c/o Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Warehouse Deadline September 19, 2011
Date

I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
VSCAC 2011
Hilton-Las Vegas
3000 Paradise Rd
Las Vegas, NV 89109

Delivery date: September 26, 2011

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 services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

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.

SHIPPING LABELS

VSCAC 2011

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 6615 Escondido St., Suite C Las Vegas, NV 89119
	Delivery Hours: M-F, 8-4:30 PM
For: VSCAC 2011	
First day freight can arrive w/o a surcharge: August 30, 2011	
Last day freight can arrive w/o a surcharge: September 19, 2011	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 6615 Escondido St., Suite C Las Vegas, NV 89119
	Delivery Hours: M-F, 8-4:30 PM
For: VSCAC 2011	
First day freight can arrive w/o a surcharge: August 30, 2011	
Last day freight can arrive w/o a surcharge: September 19, 2011	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Hilton-Las Vegas 3000 Paradise Rd Las Vegas, NV 89109
	For: VSCAC 2011
MUST NOT BE DELIVERED PRIOR TO: September 26, 2011 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Hilton-Las Vegas 3000 Paradise Rd Las Vegas, NV 89109
	For: VSCAC 2011
MUST NOT BE DELIVERED PRIOR TO: September 26, 2011 @ 8:00 AM	

HANGING SIGN SHIPPING LABELS

VSCAC 2011

HANGING SIGN SHIPPING ADDRESS LABELS

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

R U S H	
	ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ c/o Shepard Exposition Services 6615 Escondido St., Suite C Las Vegas, NV 89119
	Delivery Hours: M-F, 8-4:30 PM
	For: VSCAC 2011 First day freight can arrive w/o a surcharge: August 30, 2011 Last day freight can arrive w/o a surcharge: September 19, 2011

R U S H	
	ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____ SHEPARD EXPOSITION SERVICES 6615 Escondido St., Suite C Las Vegas, NV 89119
	Delivery Hours: M-F, 8-4:30 PM
	For: VSCAC 2011 First day freight can arrive w/o a surcharge: August 30, 2011 Last day freight can arrive w/o a surcharge: September 19, 2011



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

MATERIAL HANDLING AUTHORIZATION

VSCAC 2011

September 26-28, 2011

Hilton-Las Vegas
Las Vegas, Nevada

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com
Event Code: L156970911

SHIPMENT INFORMATION

Please complete the following information:

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

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

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

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

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

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

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

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

COMPUTATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$101.40	\$152.00	\$131.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	\$129.00	\$167.75			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	Specialized Carrier Shipment (small packages under 50 lbs.)				
	\$64.50	\$129.00			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$91.25	\$137.00	\$118.75		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391 / 35399	35394 / 35402		
Advance Shipments to Warehouse					
	\$116.00	\$150.75			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

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

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

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

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

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

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

Please complete the following:

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

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

Authorized Signature: _____

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

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



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepards.com
Event Code: L156970911

MATERIAL HANDLING INFORMATION

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME

Surcharge: 30%

35301

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

LATE SHIPMENTS

Surcharge: 25%

35003

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

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

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

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD

Surcharge: Maximum \$25.00

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE

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

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE

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

35166

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

WAREHOUSE STORAGE

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

Return to Warehouse Service Fee Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

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

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

35006

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

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

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



MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

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

What is a "certified weight ticket"?

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

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

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

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

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

How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

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

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

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

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

What are UNCRATED materials?

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

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

What is the difference between material handling and shipping?

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

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

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

What does CWT mean?

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

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

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

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

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

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

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

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

LIABILITY INSURANCE

What is and why would I need liability insurance?

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

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

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

OUTBOUND SHIPMENTS

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

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

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



Shepard Exposition Services
 6615 Escondido St., Suite C
 Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com
 Event Code: L156970911

MOTORIZED UNIT/VEHICLE SPOTTING FEE

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Motorized Unit/Vehicle Spotting (35106)

	Description	Total Amount
Qty:	1 - 2 Vehicles	\$150 per vehicle
	3 - 4 Vehicles	\$140 per vehicle
	5 - 6 Vehicles	\$130 per vehicle
	7 - 8 Vehicles	\$120 per vehicle
	9 - 10 Vehicles	\$110 per vehicle
	11 + Vehicles	\$100 per vehicle
	Subtotal	
	N/A Tax	
	Amount Due	

Please complete the following:

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

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



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Las Vegas, NV 89119

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Event Code: L156970911

CARTLOAD SERVICE ORDER FORM

VSCAC 2011
September 26-28, 2011
Hilton-Las Vegas
Las Vegas, Nevada

Discount Deadline: September 7, 2011

SPECIAL FREIGHT SERVICES

Special Freight Services - Small Passenger Vehicles Only! This special service is offered exclusively for this show. Maximum Weight 200 lbs

- To facilitate the move-in and move-out of exhibitors with small exhibit material shipments, Shepard Exposition Services (SES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or from your booth to the dock.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **Vehicles that qualify are a sedan car, SUV, small van and small pickup truck. All other vehicles (such as a U-Haul, Penske, etc.) will not qualify for this service and will be redirected.**
- Your vehicle must unload on the receiving dock of the exhibit hall. The SES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged freight handling rates must weigh less than 200lbs total.** No personal trucks (one ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload



Code	Quantity	Item Description	Regular	Amount
ROUNDTRIP RATES				
		ROUNDTRIP SERVICE	95.00	

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

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday, 8:00 AM - Midnight
DT - Doubletime: All other hours and holidays

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.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Exhibit Solutions Sales Phone: (404) 720-8652

Exhibit Solutions Sales Fax: (404) 720-8757

Customer Service Email: lrubin@shepardes.com

Event Code: L156970911

CUSTOM HANGING SIGN RENTAL

VSCAC 2011

September 26-28, 2011

Hilton-Las Vegas

Las Vegas, Nevada

Discount Deadline: September 7, 2011

Want to **STAND OUT** on the show floor?

Be seen by more attendees with a custom hanging sign rental!

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

STANDARD FRAMING, SIZES AND FABRIC



The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	986.15	1,282.00
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	1,693.95	2,202.15
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,295.35	2,983.95



The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	4,617.25	6,002.45
69135		23.5'x3.25' S-Shape - Double-sided Graphic	6,233.30	8,103.30



The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	3,294.75	4,283.20

We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!

EXHIBIT SOLUTIONS: lrubin@shepardes.com

404-720-8652

Please complete the following:

Company Name: _____ Booth #: _____ Subtotal \$ _____
 Contact Name: _____ Phone #: _____ 8.100% 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. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

F R E E M A N

Audio Visual Solutions, Inc.

F&I Conference 2011
September 26-28
Las Vegas Hilton
Las Vegas, Nevada

Exhibit Show Days and Times:

Tuesday, September 27, 2011	12:30pm - 2:00p.m.
Wednesday, September 28, 2011	8:00 a.m. – 9:00 am.r
Wednesday, September 28, 2011	12:30pm - 2:00 p.m.
Wednesday, September 28, 2011	4:00p.m. - 5:30p.m.



Your Official Audio Visual and Computers
Representative is:



"I am available to assist you in enhancing your exhibiting experience by providing you with audio visual and computer technology solutions. Refer to the information below to save money, and make your trade show experience more pleasurable."
"

Melissa Rademaker, Tel. (702)352-1468
Email: Melissa.rademaker@freemanco.com



- **Place your order before September 9, 2011 to receive Early Order rates.**
- Competitive full show pricing
- Hassle-free experience with no hidden fees.
- On-site, contact us for last minute equipment needs and technical expertise.
- The most state-of-the-art audio visual equipment and the highest level of customer service in the industry.

Audio Visual Equipment Move-in Times:

Monday, September 26, 2011 8:00 a.m. – 6:00 p.m.

Audio Visual Equipment Move-out Times:

Wednesday, September 28, 2011 5:30 p.m.- 9:00 p.m.



Want to place an order? Please use the PDF file attached to this email.

Questions? Click here: Melissa.rademaker@freemanco.com Your Freeman Exhibitor Representative will contact you within 24 hours.

For more information about Freeman, go to www.freemanco.com

If you wish not to receive future e-mailings from Freeman Audio Visual Solutions, please reply to this e-mail and type "REMOVE" in the subject line.

