

LABOR

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

EXHIBIT LABOR JURISDICTION

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



Atlanta Boat Show

Georgia World Congress Center - Atlanta, GA

January 16 - 19, 2020

Event Code: G121960120
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

Discount Deadline Thursday, December 26, 2019

Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am -5:00 pm
DT - Double-time: All other hours and Holidays

Shepard Blue Supervised Install Labor

Code	Discount	Regular	Estimate
68066 ST	\$89.70	\$116.60	
68067 OT	\$135.20	\$175.75	
68068 DT	\$179.40	\$233.20	

Shepard Blue Supervised Dismantle Labor

Code	Discount	Regular	Estimate
68070 ST	\$89.70	\$116.60	
68071 OT	\$135.20	\$175.75	
68072 DT	\$179.40	\$233.20	

Booth Size: _____ X _____

**Pricing includes Supervisory fee of 30% over standard labor .

Step One:

Choose Your **Service**

- Installation
- Dismantling
- Both

Step Two:

How Many **People**?

- # _____
- # _____
- # _____

Step Three:

How Many **Hours**?

- # _____
- # _____
- # _____

Step Four:

When Should the Build be **Complete**?

- Date: _____ Time _____
- Date: _____ Time _____
- Date: _____ Time _____

Step Five: Tell Us About Your **Exhibit!** (this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight Advance Warehouse Direct to Show site

Carrier Name _____ Tracking or Pro # _____
Estimated Arrival Date _____ # of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____
Email _____
Cell Phone # _____

**Drawings/Photos/
Instructions:**

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate # _____

Graphics:

- With Exhibit
- Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services

Ordered:

- Overhead Rigging
- Cleaning
- AV

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:

of Crates _____
of Cartons _____
of Fiber Cases _____
of Pallets _____

Method:

- Ground
- 2-Day Air
- Next Day Air
- Other

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

*Allow time for empty return when scheduling your pick up

If Your Carrier doesn't show? Reroute with SLS
 Send to advance warehouse for pick up (\$400 minimum charge)

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: _____

Estimated **SES Blue Labor**: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



Exhibitor Supervised Labor

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DT - Double-time: All other hours and Holidays

Exhibitors may not operate any type of mechanical or powered equipment.

Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$69.00	\$89.70	
68061	OT	\$104.00	\$135.20	
68062	DT	\$138.00	\$179.40	

Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$69.00	\$89.70	
68064	OT	\$104.00	\$135.20	
68065	DT	\$138.00	\$179.40	

Step One:

Choose your service

- Installation
- Dismantling
- Both

Step Two:

How many people?

- # _____
- # _____
- # _____

Step Three:

How many hours?

- # _____
- # _____
- # _____

Step Four:

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- Ladders
- Lifts
- Special Tools: _____

Details: _____

Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name _____

Cell _____

Email: _____

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: _____

Labor Estimate \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature