

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

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp**CLICK ON** Atlanta Boat Show**LOG IN** from the Show Information page by clicking  at the top right corner of the page.**ENTER** your email address and password then click **NEW users:** User name = Your Email Address (provided by Event Management)

Password = ABS2020

Prior users: User name = Your Email Address

Password = Your pre-existing password

Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service**(404) 720-8600**atlanta@shepardes.com



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mail: 1531 Carroll Drive, NW Atlanta, GA 30318

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

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, 10010-Change Of Payment Method Transaction Fee

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth #: _____
Street Address: _____ Phone: _____
City, St, Zip: _____ Fax: _____
Contact Name: _____
Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check [] Pay by Wire []



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

Credit Card #: _____
Expiration Date: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: (Please Print) _____



Card Holder Signature

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, will be billed to this credit card.

WIRE TRANSFER

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

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

Name of show that you are attending Atlanta Boat Show

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL): PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or

TAX EXEMPT? Please submit tax exemption certificate to: atlanta@shepardes.com

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



3rd Party Payment Authorization

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Deadline **Tuesday, December 17, 2019**

Return this form when a third party (any party other than exhibiting company) should be billed for services.

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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.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name: _____ Booth #: _____
 Exhibiting Company Address: _____
 Phone: _____
 Email Address: _____
 Exhibiting Company Authorized Name - Please Print: _____
 Signature from Exhibiting Company: _____

Step 2: Check Services Below to Bill to the Third Party

All Services

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

Step 3: Provide Third Party Contact Information

3rd Party Company Name: _____
 Contact Name: _____
 Address: _____
 Phone: _____ Email Address: _____

Step 4: Complete Third Party Credit Card Charge Authorization with Signature

Credit Card Information

(Required for all forms of payment)



Credit Card #: _____
 Expiration Date: Month: _____ Year: _____ Security Code: _____
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: (Please Print) _____
 Signature: _____