



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us!

| | |
|-------|--|
| email | losangeles@shepardes.com |
| phone | (909) 212-7240 |
| fax | (909) 218-8986 |
| mail | 2315 W E Locust Court, Ontario, CA 91761 |

Show Information

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

If you have questions for the ICAA team, please contact Dawn Norman, Expo Manager at dawnnorman@icaa.cc or 858-663-3623

Show drape color(s): White, Grey
Aisle carpet color: Blue

Exhibitor carpeting/flooring covering is NOT included. Please note that show management requires all exhibitors to provide a floor covering for their entire booth space. Please review the flooring order form for Options.

EXHIBIT SHOW SCHEDULE

| | | | |
|----------------------------|-----------------------------|--------------------|---|
| General Exhibitor Move-in: | Wednesday, October 17, 2018 | 8:00 AM - 4:30 PM | |
| | Thursday, October 18, 2018 | 8:00 AM - 11:30 AM | |
| Exhibit Hours: | Thursday, October 18, 2018 | 11:35 AM - 3:00 PM | Lunch on own and Trade Show Grand Opening |
| | | 6:20 PM - 7:30 PM | Mix and Mingle Happy Hour |
| | Friday, October 19, 2018 | 12:30 PM - 3:00 PM | Lunch in Hall and Trade Show |
| Exhibitor Move-out: | Friday, October 19, 2018 | 3:00 PM - 7:00 PM | |
| Freight Reroute Begins* | Friday, October 19, 2018 | 6:00 PM | |

All outbound carriers must be checked in by this time

*Exhibitors will be allowed access to the Expo Hall beginning at 10:00 AM



SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
ICAA Conference and Trade Show 2018
c/o Shepard Exposition Services
2315 E. Locust Ct.
Ontario, CA 91761

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
ICAA Conference and Trade Show 2018
Long Beach Convention Center
300 East Ocean Blvd
Long Beach, CA 90802

IMPORTANT DEADLINES

| | |
|---|--|
| Exhibitor appointed contractor notification deadline: | Thursday, September 20, 2018 |
| Discount price deadline for standard Shepard orders: | Thursday, September 27, 2018 |
| Discount price deadline for custom Shepard rentals: | Tuesday, September 18, 2018 |
| First day for warehouse deliveries without a surcharge: | Thursday, September 20, 2018 |
| Last day for warehouse deliveries without a surcharge: | Wednesday, October 10, 2018 |
| Last day for warehouse deliveries*: | Monday, October 15, 2018 |
| First day freight can arrive at show facility: | Wednesday, October 17, 2018 at 8:00 AM |

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**

Event Code: C124111018

| | | |
|-------------------------|-------|--|
| Connect With Us! | email | losangeles@shepardes.com |
| | phone | (909) 212-7240 |
| | fax | (909) 218-8986 |
| | mail | 2315 W E Locust Court, Ontario, CA 91761 |

Quick Facts

Ancillary Vendor Information

| | |
|---------------------|------------|
| Utilities | Smart City |
| Audio Visual | Projection |
| Catering | Premier |

| | |
|---|----------------|
| https://orders.smartcitynetworks.com | (888) 446-6911 |
| smartinez@projection.com | 562-499-7546 |

Exhibitor Move Out

Friday, October 19, 2018 3:00 PM - 7:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Friday, October 19, 2018 6:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, October 19, 2018 6:00 PM

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us!

email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court,
Ontario, CA 91761


Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON [ICAA Conference and Trade Show 2018](#)

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
Password = ICAA18

Prior users: User name = Your Email Address
Password = Your pre-existing password

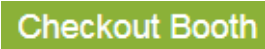
Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update, 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.

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(909) 212-7240

losangeles@shepardes.com



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us! email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court,
Ontario, CA 91761

Payment Authorization

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 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.

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: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____
(Please Print)

Please Sign →



Card Holder Signature

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, 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 **ICAA Conference and Trade Show 2018**

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 check.

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

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



ICAA Conference and Trade Show 2018

the
YOU!
experience

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

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.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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.

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file 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.

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.

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. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

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.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

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 the 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 the 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.

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."

Terms &
Conditions



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us! email losangeles@shepardes.com phone (909) 212-7240 fax (909) 218-8986 mail 2315 W E Locust Court, Ontario, CA 91761

Third Party Payment Authorization

Discount Deadline Thursday, September 20, 2018

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name Booth #

Exhibiting Company Address City State Zip

Phone Fax Contact Email Address

Please Sign [arrow pointing to signature line]

[X] Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

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

- Booth Cleaning, Carpet, Exhibit Display Rentals, Installation/Dismantling Labor, Logistics/Transportation, Material Handling, Rental Furniture, Overhead Rigging/Labor, Other (please specify): All Services

Step 3: Provide Third Party Contact Information

3rd Party Name 3rd Contact Name

3rd Party Address City State Zip

Phone Fax Contact 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) _____

Please Sign [arrow pointing to signature line] [X] Card Holder Signature

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.



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us! email logistics@shepardes.com
phone (888) 568-8858
fax (404) 596-5620
mail 2315 W E Locust Court,
Ontario, CA 91761

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____ State _____ Zip _____

Email Address _____

Step 2: Tell us the Location of items for pick up:

Company _____

Street Address _____ City _____ State _____ Zip _____

- Is there a loading dock? Do we need a lift gate on our truck?
- Is your building in a residential area? Do we need to go inside your office to pick up your items?
- Any thing else we should know about your building _____

Step 3: Tell us When we are picking it up:

Date _____ Hours of Operation _____

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite **Wednesday, October 17, 2018**

Step 5: Tell us What we are shipping:

| Qty | L | W | H | Weight | Qty | L | W | H | Weight |
|--|---|---|---|--------|---|---|---|---|--------|
| <input type="checkbox"/> Crates | | | | | <input type="checkbox"/> Carpet (color) | | | | |
| <input type="checkbox"/> Cartons (cardboard) | | | | | <input type="checkbox"/> Monitors | | | | |
| <input type="checkbox"/> Cases/trunks | | | | | <input type="checkbox"/> Other | | | | |
| <input type="checkbox"/> Skids/pallets | | | | | <input type="checkbox"/> Total | | | | |

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company _____ Booth # _____

Street Address _____ City _____ State _____ Zip _____

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Shipping Labels

RUSH


ADVANCE WAREHOUSE

TO: _____
 (Exhibiting Company Name)

Booth #: _____
 c/o Shepard Exposition Services
 2315 E. Locust Ct.
 Ontario, CA 91761

Delivery Hours: M-F, 8-4:30 PM

For:
ICAA Conference and Trade Show 2018

First day freight can arrive w/o a surcharge:
 September 20, 2018

Last day freight can arrive w/o a surcharge:
 October 10, 2018

RUSH


ADVANCE WAREHOUSE

TO: _____
 (Exhibiting Company Name)

Booth #: _____
 c/o Shepard Exposition Services
 2315 E. Locust Ct.
 Ontario, CA 91761

Delivery Hours: M-F, 8-4:30 PM

For:
ICAA Conference and Trade Show 2018

First day freight can arrive w/o a surcharge:
 September 20, 2018

Last day freight can arrive w/o a surcharge:
 October 10, 2018

Advance Shipping Labels

RUSH


DIRECT TO SHOW

TO: _____
 (Exhibiting Company Name)

Booth #: _____
 c/o Shepard Exposition Services
 Long Beach Convention Center
 300 East Ocean Blvd
 Long Beach, CA 90802

For:
ICAA Conference and Trade Show 2018

MUST NOT BE DELIVERED PRIOR TO:
 October 17, 2018 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
 (Exhibiting Company Name)

Booth #: _____
 c/o Shepard Exposition Services
 Long Beach Convention Center
 300 East Ocean Blvd
 Long Beach, CA 90802

For:
ICAA Conference and Trade Show 2018

MUST NOT BE DELIVERED PRIOR TO:
 October 17, 2018 @ 8:00 AM

Direct Shipping Labels



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: C124111018

Connect With Us! email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court, Ontario, CA 91761

\$\$ Saving Tip!
Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Outbound Material Handling Authorization & Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name _____ Booth # _____
Contact Name _____ Phone # _____
Email Address _____

Step 2: Tell us Where your items are going:

Company _____
Street Address _____ City _____ State _____ Zip _____

Step 3 How many Pieces are in your shipment?

_____ # of Crate _____ # of Skids _____ # of Cases _____ # of Cartons _____ Approx Total Weight

Step 4: How many Labels do you need? _____

Step 5: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER _____
If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.
If using FedEx or UPS you must have and apply their shipping labels.

Step 6: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Overnight

Step 7: If your carrier doesn't show up, what do we do with your items? _____ Reroute via the show carrier (Shepard Logistics) _____ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.



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 shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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. Your crated shipment is billed per 100 lbs.

What determines how much I'm charged?

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

How do I calculate material handling charges?

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

Will there be any additional charges?

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

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum as usual

How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What 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, fiber cases, 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.

What are Direct Shipments?

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

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

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

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

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

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 Shipping

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).



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**

Event Code: C124111018

Connect With Us!

email losangeles@shepardes.com
 phone (909) 212-7240
 fax (909) 218-8986
 mail 2315 W E Locust Court,
 Ontario, CA 91761

Material Handling Info

SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$133.75 Per Hour (OT/DT may apply)
 A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%
 Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%
 Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: \$50.00 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. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRACTED SHIPMENTS Rate as shown on Material Handling Rate 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% Minimum: \$50.00 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
 This 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: \$30 per Shipment 35250
 Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS Surcharge: \$25.00 per forklift load 35282
 An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE Surcharge: \$25.00 per piece, Minimum \$50.00 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.

LIGHT WEIGHT SHIPMENTS
 Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

ENVELOPE DELIVERIES Surcharge: \$10.50 per envelope 35007
 During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING Fee: \$ 150.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us! email losangeles@shepardes.com
 phone (909) 212-7240
 fax (909) 218-8986
 mail 2315 W E Locust Court, Ontario, CA 91761

Material Handling Rates

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

Important!
All Material Handling fees will be automatically billed to the credit card on file!

How to Calculate Material Handling Services: The following services whether used completely or in part are offered as a package. When estimating 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 Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

| Weight | Crated | Special Handling | Total |
|--------|----------|------------------|-------|
| | \$176.50 | \$229.50 | |
| 35010 | | 35036 | |

Direct to Showsite Shipments

| Weight | Crated | Uncrated | Special Handling | Total |
|--------|----------|----------|------------------|-------|
| | \$165.10 | \$247.75 | \$214.75 | |
| 35030 | | 35043 | 35038 | |

Light Weight (Shipments 40 pounds or less)

| Total Shipment | Total |
|----------------|-------|
| \$88.25 | |
| | 35400 |

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Overtime - 30% for each overtime application based on ST rate **Double Time** - 50% fee for each double time application based on ST

Early/Late Shipments to Warehouse: 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

Reweigh of Shipments: 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 an understated weight on delivery document.

Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

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.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #



Card Holder Signature



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**

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

Event Code: C124111018

Connect With Us! email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court, Ontario, CA 91761

Quick Order

Show Management has selected the following items for you to order. If you need additional types of tables, chairs, custom furnishings, booth displays, labor, or other products and services please visit us at www.shepardes.com/olk

Tables

| Description | Code | Qty | Item | Discount | Regular | Color # |
|----------------------|-------|------|-------------------|----------|---------|---------|
| 6x30" skirted table | 50046 | | 6'L X 30"H X 24"W | 174.40 | 226.70 | |
| 6x42" skirted table | 50047 | | 6'L x 42"H x 24"W | 220.90 | 287.15 | |
| 30" Pedestal table | 50032 | | 30"H X 36" R | 238.20 | 309.65 | NA |
| 42" Pedestal table | 50189 | | 42"H X 36"R | 254.75 | 331.20 | NA |
| Skirt Color Choices: | Black | Blue | Red | White | | |

Furnishings

| Description | Code | Qty | Item | Discount | Regular |
|--------------|-------|-----|--------------|----------|---------|
| Side Chair | 50020 | | Side Chair | 92.20 | 119.85 |
| Padded Stool | 50024 | | Padded Stool | 153.15 | 199.10 |
| Wastebasket | 50091 | | Wastebasket | 25.15 | 32.70 |

Flooring

| Description | Code | Qty | Item | Discount | Regular | Color # |
|--------------|-------|-----|----------------|----------|---------|---------|
| 10x10 carpet | 50255 | | 10'x10' carpet | 254.50 | 330.85 | |
| 10x20 carpet | 50256 | | 10'x20' carpet | 474.90 | 617.35 | |
| 1/2" padding | 50009 | | 1/2" padding | 1.30 | 1.70 | NA |

Carpet Color Choices: Black Blue Grey Red

| Description | Code | Sq Ft | Service | Discount | Regular | Total |
|--------------------|-------|-------|--------------|----------|---------|-------|
| One time Vacuuming | 47050 | | 0-399 sq. ft | 0.50 | 0.65 | |



Exhibitor will provide own flooring

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total EZ: \$ _____
10.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Upload Deadline **Tuesday, September 18, 2018**

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

Event Code: C124111018

Connect With Us!
email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court,
Ontario, CA 91761

Graphic File
Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/10_ICAA%20Conference%20%26%20Trade%20Show/Exhibitor%20Upload

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example: Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: losangeles@shepardes.com
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Event Code: C124111018

Connect With Us!

| | |
|-------|--|
| email | losangeles@shepardes.com |
| phone | (909) 212-7240 |
| fax | (909) 218-8986 |
| mail | 2315 W E Locust Court, Ontario, CA 91761 |

Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .indml file.

Program File Extension

| | |
|-------------------|-----------|
| Adobe Acrobat | .pdf |
| Adobe Illustrator | .ai, .eps |

| | |
|-----------------|-------------------|
| Adobe InDesign | .indd, .indml |
| Adobe Photoshop | .tiff, .psd, .eps |

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

Vector

Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





Event Code: C124111018

ICAA Conference and Trade Show 2018
Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**
Order with complete Payment Authorization and graphics must be received before
Discount Deadline date to receive discounted pricing.

Connect With Us! email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court,
Ontario, CA 91761

Structural Integrity
Statement

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**ICAA Conference and Trade Show 2018
Long Beach Convention Center
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____



ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**

Event Code: C124111018

Connect With Us!

email losangeles@shepardes.com
phone (909) 212-7240
fax (909) 218-8986
mail 2315 W E Locust Court,
Ontario, CA 91761



Hanging Signs 101

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

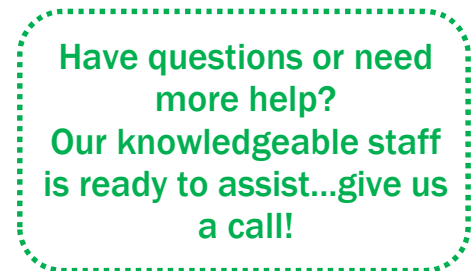
Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Hanging Sign Checklist

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, October 10, 2018**





ICAA Conference and Trade Show 2018

Long Beach Convention Center, Long Beach, CA

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**

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

Black (06) Silver(15)

Truss*

| Code | QTY | Item | Discount | Regular | Amount |
|-------|-----|-------------------------------|----------|----------|--------|
| 69094 | | 12" Silver Box Truss (Per FT) | \$27.30 | \$35.50 | |
| 69094 | | 12" Black Box Truss (Per FT) | \$27.30 | \$35.50 | |
| 69038 | | 12" Silver Corner Block | \$102.45 | \$133.20 | |
| 69038 | | 12" Black Corner Block | \$102.45 | \$133.20 | |
| 70067 | | Design Fee (Hourly) | \$170.75 | \$222.00 | |

*If you are ordering truss, you also need to order motors!

Truss Details

(Quantity & Size) _____

Motors

| Code | QTY | Item | Discount | Regular | Amount |
|-------|-----|-----------------------------|----------|----------|--------|
| 69017 | | One Ton Hoist/Chain Motor | \$580.55 | \$754.70 | |
| 69016 | | Half Ton Hoist/Chain Motor | \$512.25 | \$665.95 | |
| 69101 | | 1/4 Ton Hoist/Chain Motor | \$307.30 | \$399.50 | |
| 69019 | | Rotating Motor 500 LB Limit | \$546.40 | \$710.30 | |
| 69020 | | Rotating Motor 200 LB Limit | \$307.30 | \$399.50 | |

Rotate Clockwise
(right)

Rotate Counterclockwise
(left)

Include the following items with your Truss and Motor Order:

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

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

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Event Code: C124111018

Connect With Us! email losangeles@shepardes.com
 phone (909) 212-7240
 fax (909) 218-8986
 mail 2315 W E Locust Court,
 Ontario, CA 91761

Overhead Rigging
Equipment

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

losangeles@shepardes.com

Total Rigging Equipment: \$ _____
 10.250% Tax*: \$ _____
 Amount Due: \$ _____