



HANG SIGN ASSEMBLY/DISASSEMBLY

SASE National Convention and Career Fair

M170561024

Boston Convention & Exhibition Center | Boston, MA October 10 - 12, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, SEPTEMBER 20, 2024

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Other: confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and disma of the event.	_	: 🗆	Cloth []Wood □Tr	ur hanging	sign.		Important Information This order form is for sign assembly/disassembly only. You will need to order rigging via the appropriate party. If Shepard is responsible for the rigging of signs, please complete the following form. If another party is handling the rigging, please order services via their forms or website. Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event. Services will be charged to the exhibitor based on date and time							
overheadrigging@shepardes.com with all questions. Step 2. Order assembly/disassembly labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity. Exhibitor Supervised SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED CODE ITEM LABOR ONLINE DISCOUNT REGULAR TOTAL 6995 ST \$28333 \$32560 \$364.65 6995 OT \$404.69 \$488.40 \$54700 6995 OT \$566.25 \$66120 \$779.35 SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED CODE ITEM LABOR ONLINE DISCOUNT REGULAR 6995 OT \$566.25 \$66120 \$779.35 SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED CODE ITEM LABOR ONLINE DISCOUNT REGULAR 6995 OT \$576.13 \$9846.55 \$994815 FEQUESTED START TIME: HOW MANY LABORERS WILL YOU REQUIRE?: Should hanging sign or supervision not be present at time the crew arrives a I Hour Crew Minimum REQUESTED START TIME: HOW MANY LABORERS WILL YOU REQUIRE?: Should hanging sign or supervision not be present at time the crew arrives a I Hour Crew Minimum Covertine (CIT): Monday - Friday BOOAM - 500PM Overtine (CIT): Monday - Friday SOOPM - BOOAM - All hours Staturday. Double Time (DIT): All hours Sunday, Holidays.— During week. Holidays: New Years Day, MLO say, Presidents Day, Coof Friday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of lat day of exhibitor move in.			Other:												
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REQUESTED DATE OF ASSEMBLY:	69154	ОТ		\$424.69	\$488.40	\$547.00		69194	ОТ		\$552.09	\$634.90	\$711.10		
REQUESTED START TIME:	69155	DT		\$566.25	\$651.20	\$729.35		69195	DT		\$736.13	\$846.55	\$948.15		
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Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.									All tax rates are subject to change)				6.25%		
	Day										AMOUNT DUE		\$ <u></u>		
							onditions. Cand	cellations mus	t be rec	eived in writ	ing within 48 hours	of 1st day of exhibitor	move in.		
COMPANY NAME: BOOTH NUMBER:	СОМРА	ANY NA	ME:									BOOTH NUMBER	R:		



EMAIL ADDRESS: _

Email completed form to: orders@shepardes.com