



SHEPARD BLUE LABOR

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.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday.
Double Time (DT): All hours Sunday. Holidays.... During week.
Holidays: New Years Day, MLK Day, Presidents Day, Good Friday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day
**These Holidays only apply in certain cities.*

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$294.45	\$338.60	\$379.25	
68067	OT	\$441.70	\$507.95	\$568.90	
68068	DT	\$588.90	\$677.25	\$758.50	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$294.45	\$338.60	\$379.25	
68071	OT	\$441.70	\$507.95	\$568.90	
68072	DT	\$588.90	\$677.25	\$758.50	

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

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$1,400.20	\$1,610.25	\$1,803.50	
68121	Scissor Lift Removal		\$1,400.20	\$1,610.25	\$1,803.50	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

- Installation Dismantling Both Installation & Dismantling
 Scissor Lift Install Scissor Lift Removal Scissor Lift Install & Removal

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____
 DISMANTLING NUMBER OF PEOPLE: _____
 BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: Advanced Warehouse Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

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

CARPET

Ordered from Shepard Exhibitor Owned Carpet Padding

OTHER SERVICES ORDERED

Overhead Rigging Cleaning Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

**** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

METHOD: Ground 2-Day Air Next Day Air Other

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service
 Send to advanced warehouse for pickup (\$400 minimum charge)