

ONLINE & DISCOUNT DEADLINE:* THURSDAY, MAY 19, 2022

* 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 and Sunday
Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$143.35	\$164.85	\$184.65	
68067	OT	\$214.95	\$247.20	\$276.85	
68068	DT	\$286.65	\$329.65	\$369.20	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$143.35	\$164.85	\$184.65	
68071	OT	\$214.95	\$247.20	\$276.85	
68072	DT	\$286.65	\$329.65	\$369.20	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

Installation Dismantling Both Installation & Dismantling

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: _____
 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)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____
 CONTACT NAME: _____
 EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

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Double Time (DT): Holidays
Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$110.25	\$126.80	\$142.00	
68061	OT	\$165.35	\$190.15	\$212.95	
68062	DT	\$220.50	\$253.55	\$284.00	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$110.25	\$126.80	\$142.00	
68064	OT	\$165.35	\$190.15	\$212.95	
68065	DT	\$220.50	\$253.55	\$284.00	

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

Installation Dismantling Both Installation & Dismantling

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: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

Ordered from Shepard Exhibitor Owned Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

Ladders Lifts Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

ONLINE ORDERING


IT'S EASY.

Las Vegas Antique Jewelry & Watch Show

Las Vegas Convention Center | Las Vegas, NV

L174860622

June 9 - 12, 2022

Order online through the Shepard Exhibitor Portal at www.shepardes.com/intro.asp. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: www.shepardes.com/intro.asp.
2. Select the Event.
3. Login from the Show Information page by clicking the **Login for Online Ordering** button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **LVAJWS22**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

If you are already registered for online ordering, please login below.

You'll need to select an event first. After you login you will have access to your other events as well.

Select an Event

Select a Show

Email Address

youremail@yourcompany.com

Password

.....

Login

[Forgot your password?](#)

Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

Select an Event

Select a Show

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com

Let's do this!

METHOD OF PAYMENT

Las Vegas Antique Jewelry & Watch Show

Las Vegas Convention Center | Las Vegas, NV

L174860622

June 9 - 12, 2022

Please review the information and complete your payment information online.

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 your online credit card information 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.

Shepard no longer accepts cash payments for any Shepard Services. 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

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Thursday, May 19, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Thursday, May 19, 2022 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

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

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **Las Vegas Antique Jewelry & Watch Show**

EVENT CODE: **L174860622**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	Please include the show name, event code and your booth number if you are sending a physical check.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	

TAX EXEMPT? Please submit tax exemption certificate to: orders@shepardes.com. If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.