

Fastener Fair

Charlotte Convention Center - Charlotte, North Carolina
May 19 - 20, 2020

Event Code: G152000520
email: atlanta@shepardes.com
phone: (404) 720-8600
fax: (404) 720-8755

Discount Deadline **Wednesday, April 29, 2020**

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

Minimum 100 square foot order for all cleaning services.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

Booth Vacuuming



Vacuum Once

Code	Service	Sq Ft	Discount	Regular	Total
47050	0-399 sq. ft.		\$0.44	\$0.55	
47051	400-900 sq.ft.		\$0.40	\$0.50	
47052	900+ sq. ft.		\$0.35	\$0.45	

Daily Vacuum

Code	Service	Sq Ft	Discount	Regular	Total
47055	0-399 sq. ft.		\$0.88	\$1.15	
47056	400-900 sq.ft.		\$0.80	\$1.05	
47057	900+ sq. ft.		\$0.75	\$1.00	

Porter Service (includes emptying wastebaskets within the booth every two hours during the show)



Code	Service	Sq Ft	Discount	Regular	Total
47030	One Time Porter		\$0.45	\$0.60	
47031	Daily Porter		\$0.90	\$1.15	

Specialty Services



Mopping and Carpet Shampooing

Code	Service	Sq Ft	Discount	Regular	Total
47042	Mop One Time		\$0.55	\$0.70	
47022	Mop Daily		\$1.00	\$1.30	
47013	Sham/One Time		\$0.60	\$0.80	



Display Wipe Down (charged per hour)

Code	Service	Hours	ST	OT	Total
47043	One Time		\$123.75	\$185.60	
47044	Daily		\$123.75	\$185.60	

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds once the service has been performed in your booth.

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

Total Cleaning: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



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Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

Labor

Code	Item	Qty	Discount	Regular
68066	ST Labor	_____	\$123.75	\$160.90
68067	OT Labor	_____	\$185.60	\$241.30
68068	DT Labor	_____	\$247.45	\$321.70

Forklift

Code	Item	Qty	Discount	Regular
35028	ST 5k Forklift	_____	\$279.50	\$363.25
35039	OT 5k Forklift	_____	\$345.00	\$448.50
35067	DT 5k Forklift	_____	\$410.00	\$533.00

Dumpster Fee

Code	Item	Qty	Discount	Regular
35330	Per Full Dumpster	_____	\$550.00	\$715.00

Submission of this form 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 Disposal Fee: \$ _____
7.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____