

ONLINE & DISCOUNT DEADLINE:* Friday, September 23, 2022

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

Approved artwork should be fully uploaded no later than **Friday, September 23, 2022**.

Please note that it is Shepard policy that all orders are pre-paid before final processing. We will require full payment before we can proceed with layout and final production.

A graphic proof will be sent back for final approval if file is received prior to deadline date of **Friday, September 23, 2022**. After that time, all graphic submissions will be considered final and be sent directly into production.

If you are supplying your own sponsorship banners/graphics and will ship them directly to the Advanced Warehouse, they will need to be received by Shepard at our Advanced Warehouse prior to **Thursday, October 20, 2022**. Any banners that are received after that date will only be hung at the discretion of show management. Note that you will still be responsible for rigging labor charges, billed at the exhibitor kit rates for both installation and removal.

Prices quoted above are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply.



Billboard Unit**

** Lighting is available as part of the Billboard Unit. If this is desired to be used, electrical must be ordered directly through <<Facility Name>> Exhibitor Services at an additional cost to the sponsor. The above pricing presumes Shepard installation; if union rules require electrical labor for light installation, additional charges will apply.

Sponsorship Graphics

CODE	ITEM	QTY	DISCOUNT	REGULAR	TOTAL
70125	Interior Vinyl Banner		\$31.15	\$34.90	
70126	Floor Decals/Window Clings		\$26.35	\$29.50	
70127	Miscellaneous Flat Panels		\$23.75	\$26.60	
70128	Billboard Units**		\$3,248.30	\$3,638.10	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____