



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com
Event Code: L113701013

Discount Deadline: September 16, 2013

CARPETING & CLEANING

Green Fleet Conference & Expo
October 1 - 2, 2013
Phoenix Convention Center - Hall 6
Phoenix, Arizona

The Exhibit Hall is not carpeted, but carpet is mandatory. Each exhibitor must order carpet directly through Shepard Exposition Services unless they are bringing their own. Exhibitors who bring their own carpet must cover the entire square footage of their space with no concrete visible and may be subject to pay additional material handling fees.

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Blue (05) <input type="checkbox"/>	Teal (13) <input type="checkbox"/>
Tuxedo (50) <input type="checkbox"/>	Burgundy (07) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	186.00	241.80	
50256	10' x 20'	354.00	460.20	
50257	10' x 30'	528.00	686.40	
50258	10' x 40'	702.00	912.60	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	3.50	4.55	
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Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) <input type="checkbox"/>	Charcoal (17) <input type="checkbox"/>
Silver Cloud (18) <input type="checkbox"/>	Black (06) <input type="checkbox"/>
Deep Navy (22) <input type="checkbox"/>	Cobalt (21) <input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	5.65	7.35	
46003	Rental 1000+/sq.ft	4.80	6.25	
46002	Purchase/sq.ft.	14.40	18.70	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.90	1.15	
50008	1" Padding	2.10	2.75	
50010	Visqueen	0.35	0.45	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.37	0.50	
47002	Daily Vacuum	0.74	0.95	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.50	0.65	
47031	Daily Porter Svc	0.95	1.25	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	\$
9.30% Tax*	\$
Amount Due:	\$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



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PAYMENT AUTHORIZATION

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Please complete the information requested below and return this form with your orders. 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. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling 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.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number 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 that you are attending - **Green Fleet Conference & Expo**
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: Pay by Check* Pay by Wire*

Credit Card #: **Expiration Date:**
Month Year

Billing Address: _____ **Security Code:**

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

*Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____	BOOTH # _____
COMPANY ADDRESS: _____	PHONE: _____
CITY, ST, ZIP: _____	FAX: _____
CONTACT NAME: _____	EMAIL: _____

**** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**