



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G143840911

Discount Deadline: August 23, 2011

SIGN ORDER FORM

BusCon

September 13-14, 2011

Navy Pier-Chicago

Chicago, Illinois

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	76.00	98.80	
70010		Horz., 22" x 28"	76.00	98.80	
70011		Vertical, 28" x 44"	266.70	346.70	
70012		Horz., 28" x 44"	266.70	346.70	
70025		Meterboard, 39" x 90.75"	350.00	455.00	
Accessories					
70017		Blank Foamcore, 4'x 8'	47.60	61.90	
70021		Velcro, per ft, min. 5 ft.	3.15	4.10	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	22.20	28.85	
70071		grommets, per sq. ft. - Horizontal	22.20	28.85	
70066		Pockets, per sq. ft. - Vertical	23.85	31.00	
70072		Pockets, per sq. ft.- Horizontal	23.85	31.00	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	52.35	68.05	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

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

Subtotal	\$	
6.250% Tax	\$	
Amount Due:	\$	

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.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Exhibit Solutions Sales Phone: (404) 720-8652

Exhibit Solutions Sales Fax: (404) 720-8757

Customer Service Email: lrubin@shepardes.com

Event Code: G143840911

CUSTOM HANGING SIGN RENTAL

BusCon

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Navy Pier-Chicago
Chicago, Illinois

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Want to **STAND OUT** on the show floor? Be seen by more attendees with a custom hanging sign rental!

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

STANDARD FRAMING, SIZES AND FABRIC



The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	1,200.50	1,560.65
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	2,062.20	2,680.85
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,794.35	3,632.65



The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	5,621.00	7,307.30
69135		23.5'x3.25' S-Shape - Double-sided Graphic	7,588.35	9,864.85



The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	4,011.00	5,214.30

We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!

EXHIBIT SOLUTIONS: lrubin@shepardes.com

404-720-8652

Please complete the following:

Company Name: _____ Booth #: _____ Subtotal \$ _____
 Contact Name: _____ Phone #: _____ 6.250% Tax: \$ _____
 Authorized Signature: _____ Amount Due: \$ _____

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. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



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PAYMENT AUTHORIZATION

BusCon

September 13-14, 2011

**Navy Pier-Chicago
 Chicago, Illinois**

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 - **BusCon**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: Bank of America, Atlanta, Georgia USA

Routing Number: 0260-0959-3 Account Number: 3278494077

SWIFT CODE (US): BOFAUS3N SWIFT CODE (INTL): BOFAUS6S

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:   

Credit Card #:

Expiration Date:
Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____