



(832) 799-5700

(832) 415-0517

houston@shepardes.com

EVENT CODE
T148480617

DISCOUNT DEADLINE
May 15, 2017

Signature Series Flooring



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

X = sq. ft.
length width

Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	8.95	
(74)	Crimson	8.95	
(73)	Graphite	8.95	
(03)	White	8.95	
(06)	Black	8.95	
(90)	Hot Pink	8.95	
(91)	Electric Blue	8.95	
(77)	Bay Blue	8.95	
(48)	Hunter	8.95	
(99)	Sun Gold	8.95	
(98)	Paprika	8.95	
(07)	Burgundy	8.95	

Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	11.55	
(84)	Rustic Cherry	11.55	
(80)	Blackwood	11.55	
(31)	Ivory	11.55	
(85)	Barnwood	11.55	
(82)	Checkerboard	11.55	

Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor		Call for Quote
50711	Dark Oak - Elevated Hardwood Floor		Call for Quote

* Please refer to the labor order form to order labor for the installation of your elevated floor

All Signature Series Flooring must be ordered 30 days before move-in for availability.
Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: _____
 Contact Name: _____
 Booth Number: _____ Phone Number: _____

Total Signature Flooring:	\$
8.250% Tax*:	\$
Amount Due:	\$

Authorized Signature: _____



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

BOOTH CARPETING

2017 Government Fleet Expo & Conference

June 13 - 14, 2017

Henry B. Gonzalez Convention Center, San Antonio, TX - Hall 4A

Event Code: T148480617

Discount Deadline: May 23, 2017

The exhibit hall is not carpeted, but carpet is mandatory. Each exhibitor must order carpeting directly through Shepard Exposition Services unless they are bringing their own.

Carpet lends the booth a warm, inviting atmosphere.

Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:



Red
(01)



Silver Cloud
(18)



Deep Navy
(22)



Charcoal
(17)



Black
(06)



Beige
(14)

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.25	8.15	
46003	Rental 1000+/sq ft	5.45	7.10	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

PURCHASED PREMIUM CARPET

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	15.35	19.95	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

PADDING & VISQUEEN

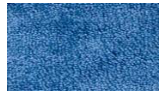
Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.15	1.50	
50008	1" Padding	2.20	2.85	
50010	Visqueen	0.35	0.45	

EXPO CARPET - 13 OZ.

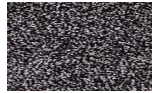
Choose Color:



Red
(01)



Blue
(05)



Tuxedo
(50)



Black
(06)



Teal
(13)



Burgundy
(07)

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	219.40	285.20	
50256	10' x 20'	409.40	532.20	
50257	10' x 30'	610.65	793.85	
50258	10' x 40'	811.85	1055.40	

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

SPECIAL CUT EXPO CARPET

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	4.45	5.80	
50581	400 - 900 sq ft	4.05	5.25	
50582	900+ sq ft	3.65	4.75	

Rental includes installation and removal of carpet and visqueen protective covering.

*Minimum 100 square feet

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.

Total Carpeting	\$	
8.25% 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

2017 Government Fleet Expo & Conference

June 13 - 14, 2017

Henry B. Gonzalez Convention Center, San Antonio, TX - Hall 4A

Event Code: T148480617

Discount Deadline: May 23, 2017

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 - 2017 Government Fleet Expo & Conference

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.

** 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.

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: BOOTH #

COMPANY ADDRESS: PHONE:

CITY, ST, ZIP: FAX:

CONTACT NAME: EMAIL:

CREDIT CARD INFORMATION

Type of Card: MasterCard, VISA, American Express, 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, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in? Yes No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: houston@shepardes.com