LABOR
Texas is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own non-powered tools and full time company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Exhibitors may erect or dismantle their own exhibits provided they utilize their own fulltime company personnel. All hired labor must come from the union supplied labor. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shep ard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Exhibitors may unload their own privately owned vehicles provided they do not use any material handling equipment (forklifts, dollies, flat beds, pallet jacks, etc)

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
Sunbelt Builders Show and Conference  
Gaylord Texan Resort and Convention Center - Grapevine, Texas  
August 5 - 9, 2019

Discount Deadline: Wednesday, July 17, 2019
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

Labor Hours:
- ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
- OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm

STEP ONE:
Choose Your Service
- Installation
- Dismantling
- Both

STEP TWO:
How Many People?
- #

STEP THREE:
How Many Hours?
- #

STEP FOUR:
When Should the Build be Complete?
- Date: _____________________________
- Time: _____________________________

STEP FIVE: Tell Us About Your Exhibit!
(this portion must be completed before Shepard can begin any work on your exhibit)

Inbound Freight
- Advance Warehouse
- Direct to Show site

Company Contact Name: _____________________________
Email: _____________________________
Cell Phone #: _____________________________

Drawings/Photos/Instructions:
- Attached
- Emailed to Shepard
- With the Exhibit
- In crate #

Graphics:
- With Exhibit
- Shipped Separately

Electrical Placement (exhibitor is responsible to order)
- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services Ordered:
- Overhead Rigging
- Cleaning
- AV

Carpet:
- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:
- # of Crates
- # of Cartons
- # of Fiber Cases
- # of Pallets

Method:
- Ground
- 2-Day Air
- Next Day Air
- Other

Phone #: _____________________________
Must Arrive at Destination By: _____________________________
Date Carrier is Scheduled to Pick Up Freight: _____________________________

If Your Carrier doesn't show?
- Reroute with SLS
- Send to advance warehouse for pick up ($400 minimum charge)

Estimated SES Blue Labor: $ _____________________________
8.250% Tax*: $ _____________________________
Amount Due: $ _____________________________

Company Name: _____________________________

Contact Name: _____________________________
Contact Email Address: _____________________________

Shepard Blue
Supervised Labor

Shepard Blue Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
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<tbody>
<tr>
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<td>ST $110.50</td>
<td>$143.65</td>
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<tr>
<td>68067</td>
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<td>68068</td>
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Shepard Blue Supervised Dismantle Labor

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<tr>
<td>68072</td>
<td>DT $221.00</td>
<td>$287.30</td>
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</tbody>
</table>

Booth Size: _______ X _______

**Pricing includes Supervisory fee of 30% over standard labor.

THIS PORTION MUST BE COMPLETED BEFORE SHEPARD CAN BEGIN ANY WORK ON YOUR EXHIBIT.

Inbound Freight
- Advance Warehouse
- Tracking or Pro #

Estimated Arrival Date
- # of Pieces
- Estimated Weight

Set Up Information:

Company Contact Name: _____________________________
Email: _____________________________
Cell Phone #: _____________________________

Graphics:
- Carpet:

Attached With Exhibit
Emailed to Shepard Overhead Rigging Ordered from Shepard

Carrier Name: _____________________________
Estimated Arrival Date: _____________________________
# of Pieces
# of Fiber Cases
# of Pallets

Outbound Shipping:
- # of Crates
- # of Cartons

Method:
- Ground
- 2-Day Air

Phone #: _____________________________
Must Arrive at Destination By: _____________________________
Date Carrier is Scheduled to Pick Up Freight: _____________________________

If Your Carrier doesn't show?
- Reroute with SLS
- Send to advance warehouse for pick up ($400 minimum charge)

Tax rate subject to change. Tax rate at the time of event will be utilized.
Exhibitor Supervised Labor

Sunbelt Builders Show and Conference
Gaylord Texan Resort and Convention Center - Grapevine, Texas
August 5 - 9, 2019
Discount Deadline Wednesday, July 17, 2019

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

Labor Hours
ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Double-time: All other hours and Holidays

Exhibitors may not operate any type of mechanical or powered equipment.

Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
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<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
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Exhibitor Supervised Dismantle Labor

<table>
<thead>
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</tr>
</tbody>
</table>

Step One:
Choose your service
Installation
Dismantling
Both

Step Two:
How many people?
#
# #

Step Three:
How many hours?
# # #

Step Four:
Carpet:
Ordered from Shepard
Exhibitor Owned Carpet
Carpet Padding

Step Five:
Any other details?
Any special tools needed? Ladders? Lifts?
Ladders
Lifts
Special Tools:

Details:

Step Six: Schedule

<table>
<thead>
<tr>
<th>Installation Request</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Request</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name:

Cell:

Email:

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name:

Labor Estimate $
8.250% Tax* $
Amount Due: $

Booth #

Contact Name

Please Sign

Tax rate subject to change. Tax rate at the time of event will be utilized.