



# BUDGET BOOTH PACKAGE

Global Excavation Safety Conference

T193560324

Ernest N. Morial Convention Center | New Orleans, LA

March 19 - 21, 2024

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, FEBRUARY 27, 2024**

## A Budget and Time Friendly Solution!

### Booth Package 10' x 10'

\*\* No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



**1 - 6' (l) x 24" (w) x 30" (h) Skirted Table (50046)**

See Step 3 to choose your specific drape color.



**2 - Upholstered Side Chairs (50020)**



**1 - Wastebasket (50091)**



**1 - 10' x 10' Carpet (50255)**





See Step 2 to choose your specific carpet color.

### Step 1. Tell us how many packages you want.



CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$636.75	\$732.25	\$820.10

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular catalog rates.

### Step 2. Choose your carpet color.

-  Red (01)
-  Burgundy (07)
-  Blue (05)
-  Tuxedo (50)
-  Black (06)

### Step 3. Choose your table drape color.

-  Red (01)
-  White (03)
-  Grey (10)
-  Gold (04)
-  Teal (13)
-  Blue (05)
-  Green (02)
-  Black (06)
-  Burgundy (07)

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX (All tax rates are subject to change)</b>	9.45%
<b>AMOUNT DUE</b>	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders canceled 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: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [clientservices@shepardes.com](mailto:clientservices@shepardes.com)

# ONLINE ORDERING

## IT'S EASY.


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Order online through the Shepard Exhibitor Portal at

<https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.  
User Name = **Your Email Address**  
(provided by Event Management)  
Password = **GLOBAL24**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at [clientservices@shepardes.com](mailto:clientservices@shepardes.com).
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

#### Login

If you are already registered for online ordering, please login below.

You'll need to select an event first. After you login you will have access to your other events as well.

#### Select an Event

Select a Show ▼

#### Email Address

youremail@yourcompany.com ▼

#### Password

.....

Login

[Forgot your password?](#)

#### Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

#### Select an Event

Select a Show ▼

**Creating an account will allow you to order online.**

First, we will need your email address.

youremail@yourcompany.com 

# METHOD OF PAYMENT

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Please review the information and complete your payment information online.

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. **For your convenience, we will use your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics 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.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

**Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.**

### Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

### Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

**Online: Tuesday, February 27, 2024** All paid orders placed online prior to the deadline date.

**Discount Deadline: Tuesday, February 27, 2024** All paid orders placed via pdf prior to the deadline date.

### ACH/Wire Transfers

You may choose to pay by Check or ACH/Wire Transfer, however a credit card is required on file to process all orders.

Checks can be mailed to: Accounts Receivable - 1778 Marietta Blvd, Atlanta, GA 30318

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **Global Excavation Safety Conference**

EVENT CODE: **T193560324**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	Please include the show name, event code and your booth number if you are sending a physical check.
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	

**TAX EXEMPT?** Please submit tax exemption certificate to: [orders@shepardes.com](mailto:orders@shepardes.com). If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.