



SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



Mobile Tech Expo

South Point Hotel & Casino - Las Vegas, Nevada

September 6 - 7, 2019

Event Code: L158580919
email: logistics@shepardes.com
phone: (888) 568-8858
fax: (404) 596-5620

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

Step 2: Tell us the Location of items for pick up:

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck?
Is your building in a residential area? Do we need to go inside your office to pick up your items?
Any thing else we should know about your building

Step 3: Tell us When we are picking it up:

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Thursday, September 5, 2019

Step 5: Tell us What we are shipping:

Table with 2 columns for item types (Crates, Cartons, Cases/trunks, Skids/pallets and Carpet, Monitors, Other, Total) and 5 columns for dimensions (Qty, L, W, H, Weight).

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

- Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized)

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company Booth #

Street Address City State Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Outbound Material Handling Authorization and Shipping Labels

Mobile Tech Expo

South Point Hotel & Casino - Las Vegas, Nevada

September 6 - 7, 2019

\$\$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Event Code: L158580919
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341

All outbound shipments require a **Shepard Outbound Material Handling Authorization** form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Email Address _____

Step 2: Tell us Where your items are going:

Company _____

Street Address _____ City _____ State _____ Zip _____

Step 3 How many Pieces are in your shipment?

_____ # of Crate _____ # of Skids _____ # of Cases _____ # of Cartons _____ Approx. Total Weight _____

Step 4: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

- Is there a loading dock? Do we need to go inside your office to pick up or deliver your items?
- Is your building in a residential area? Is there anything else we should know about your building?
- Do we need a lift gate on our truck?

Step 5: How many Labels do you need? _____

Step 6: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: **SHEPARD LOGISTICS** OTHER _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

If using FedEx or UPS you must have *and apply* their shipping labels.

Step 7: What type of Service do you need? (how fast does it need to get there?) _____ Ground _____ 2nd Day _____ Exped. Ground (3-5 days) _____ Overnight

Step 8: If your carrier **doesn't** show up, what do we do with your items? _____ Reroute via the show carrier (Shepard Logistics)
_____ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will **automatically** use the credit card on file for your company.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

RUSH


ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, Nevada 89118

Delivery Hours: M-F, 8-4:00 PM

For: **Mobile Tech Expo**

First day freight can arrive w/o a surcharge:
August 9, 2019

Last day freight can arrive w/o a surcharge:
August 29, 2019

RUSH


ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
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RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

South Point Hotel & Casino
9777 Las Vegas Blvd., South
Las Vegas, NV 89183

For: _____
Mobile Tech Expo

MUST NOT BE DELIVERED PRIOR TO:
September 5, 2019 @ 8:00 AM

RUSH


DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____


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What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

How to Calculate Material Handling Services:

The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

Important! All Material Handling fees will be automatically billed to the credit card on file!

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$127.25	\$165.50	
35010		35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$119.00	\$178.50	\$154.75	
35030		35043	35038	

Light Weight (Shipments 40 pounds or less)

	Total Shipment	Total
	\$45.00	
35400		

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Banding Service per 4x4 skid/pallet 35490 \$ 75.00

Shrinkwrap Service per 4x4 skid/pallet 35491 \$75.00

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

Reweigh of Shipments: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket.

Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

Only Shepard personnel are allowed to operate mechanical equipment.

We understand that your calculation is only an estimate. Invoicing will be **calculated from actual certified weight ticket** or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #



Card Holder Signature