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
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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
☐	Crates				
☐	Cartons (cardboard)				
☐	Cases/trunks				
☐	Skids/pallets				

Qty		L	W	H	Weight
☐	Carpet (color)				
☐	Monitors				
☐	Other				
☐	Total				

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

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.