

**Fastener Fair**

Charlotte Convention Center - Charlotte, North Carolina

May 19 - 20, 2020

Event Code:

G152000520

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

Monday, May 18, 2020

Step 5: Tell us What we are shipping:

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

Qty	L	W	H	Weight
<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Monitors				
<input type="checkbox"/> Other				
<input type="checkbox"/> Total				

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.



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.



Warehouse Storage

Fastener Fair

Charlotte Convention Center - Charlotte, North Carolina

May 19 - 20, 2020

Event Code:

G152000520

email

atlanta@shepardes.com

phone

(404) 720-8600

fax

(404) 720-8755

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step One: Tell Us Who You Are:

Exhibiting Company

Name

Booth #

Onsite Contact

Onsite Cell Phone #

Email Address

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

Step Three: How Long Are We Storing Your Items?

From Date

To

Fees will continue until storage is picked up.

Step Four: What Do We Do With Your Items At The End Of The Storage Period?

☐ Ship to another destination via Shepard Logistics*

☐ Transport to another Shepard event*:

☐ Pick-up is arranged with another carrier:

*Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **will not** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Estimated Warehouse Storage: \$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

NA Tax*: \$

Storage Items will not be stored or released without a valid credit card on file.

Amount Due: \$

Printed Name: _____

Signature: _____



Fastener Fair

Charlotte Convention Center - Charlotte, North Carolina
May 19 - 20, 2020

Event Code: G152000520
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
All vehicles must be escorted on and off the floor by a Shepard representative.
Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Friday, May 22, 2020** **12:00 PM**

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

- Battery Cables must be disconnected
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Item	Code	Qty	Roundtrip	Total
Motorized Unit/Vehicle Spotting	35106		\$200.00	

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total : \$
NA Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____
Contact Name _____
Email: _____
Signature: _____