

Fastener Fair

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

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

Target Deadline **Wednesday, April 29, 2020**

Target Information

Find Your Target Date! Review the target move in floor plan for your designated date and time.

Confirm your Target date and time by submitting the **Target Confirmation Form**

If you need to request an alternate target date or time, submit the **Target Change Request**

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.

Do not schedule installation labor until after your scheduled target time.

The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.

Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Friday, May 15, 2020** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday, May 15, 2020** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.



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Target Deadline Wednesday, April 29, 2020 Target Confirmation-All
Target times must be confirmed no later than:

Wednesday, April 29, 2020

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time.
All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.

Confirm your target move in date and time in two easy steps!

Step One: Complete all requested information on this form.

Step Two: Email this form to: targets@shepardes.com

Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

Complete exhibiting company information:

Company Name: Booth #

Contact Name: #

Email Address:

Assigned target date and time:

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time

Do you need to request a new assigned target date or time? Complete the Freight Target Change Request by 4/29/2020

Where are you shipping? Advance Warehouse Direct to Showsite

*Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

Tell us about your shipment:

What is the weight of your shipment? How many pieces are in your shipment? How many truck loads do you have? Dimensions of largest piece of freight Weight of largest piece of freight Name of Carrier Carrier Contact phone #

If shipping Direct to Facility (show site) Flatbed Closed Trailer Container

Is special equipment required to unload? Crane Extended Forklift Blades Rollers Slings Other

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery? Yes No (if yes, please place a forklift order with Customer Service)

Have you ordered carpet from Shepard? Yes No
Do you want your carpet installed prior to your target time? Yes No



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All Target change requests must be received no later than: Wednesday, April 29, 2020

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

To request a change to your assigned target move in date and time:

1. **Complete** all requested information on this form.
2. **Email** this form to targets@shepardes.com

Step 1: Complete company information:

Company name _____

Booth # _____

Contact name _____

Email address _____

Phone # _____

Number of Truckloads _____

Where are you Shipping? **Advance Warehouse** **Direct to Show Site**

Step 2: Provide target information

Currently assigned date and time _____

Requested date and time _____

Reason for change _____

Email this form back to Targets@shepardes.com