



**Fastener Fair**

Huntington Convention Center of Cleveland | Cleveland, OH  
November 9 - 10, 2021

**MACHINE RATES**

**I178561121**

**This is for MACHINERY only.** For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machines do not qualify for per pound pricing.

**Important Things to Know!**

- Use of these specially discounted rates are for your **machinery shipments only**.  
\* All other freight will be billed at standard Material Handling Rates.
- **Certified weight tickets** are required for all shipments.
- **Mixed load shipments** without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- When shipping a mixed load, **separate weight tickets** are required to distinguish between machinery and exhibit materials.
- All shipments must have proper inbound Bill of Lading or carrier bill with **weight breakdowns**.

**For all machine shipments, Shepard will do the following:**

- Receive shipments consigned directly to the facility on installation days.
- Deliver your machine to your booth.
- Remove and store your empty containers.
- Return your empty containers to your booth.
- Load your outbound shipment on your carrier of choice.

**Labor Hours**

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM  
**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours on Saturday.  
**Double Time (DT):** All hours on Sunday. Holidays.  
**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

**Overtime:** 30% fee for each overtime application based on ST rate  
**Double Time:** 50% fee for each double time application based on ST rate

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35992	2,501 - 5,000 lbs.		\$28.10
35993	5,001 - 10,000 lbs.		\$25.70
35994	10,001 - 20,000 lbs.		\$22.80
35995	20,001 - 30,000 lbs.		\$15.60
35996	30,001 + lbs.		\$11.70

35992	Special Handling** 2,501 - 5,000 lbs.		\$36.55
35993	Special Handling** 5,001 - 10,000 lbs.		\$33.40
35994	Special Handling** 10,001 - 20,000 lbs.		\$29.65
35995	Special Handling** 20,001 - 30,000 lbs.		\$20.30
35996	Special Handling** 30,001 + lbs.		\$15.20

\*\*A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> <small>(All tax rates are subject to change)</small>	8.00%
<b>AMOUNT DUE</b>	\$ _____

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. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file.**

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_



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