



Shepard Exposition Services
6615 Escondido St., Suite C
Las Vegas, NV 89119

Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com
Event Code: L113701013

MATERIAL HANDLING AUTHORIZATION

Green Fleet Conference & Expo
October 1 - 2, 2013
Phoenix Convention Center - Hall 6
Phoenix, Arizona

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording 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

Direct Shipments to Showsite

Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	71.75	93.25	107.75		
	Uncrated	107.75	140.00	161.75		
	Sp. Handling	93.25	121.25	140.00		

Crated: 35410 - ST/ST 35411 - ST/OT 35412 - OT/OT

Uncrated: 35413 - ST/ST 35414 - ST/OT 35415 - OT/OT

Special Handling: 35416 - ST/ST 35417 - ST/OT 35418 - OT/OT

Advance Shipments to Warehouse

Weight	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Crated	79.75	103.75	119.75		
	Sp. Handling	103.75	135.00	155.75		

Crated: 35419 - ST/ST 35420 - ST/OT 35421 - OT/OT

Special Handling: 35422 - ST/ST 35423 - ST/OT 35424 - OT/OT

Small Packages (FedEx/UPS/DHL under 30 lbs.)

Pieces	Type	ST/ST	ST/OT	OT/OT	Price	Total
	Per Carton	40.00	52.00	60.00		
	Min. per ship.	80.00	104.00	120.00		

Per carton: 35425 - ST/ST 35426 - ST/OT 35427 - OT/OT

Minimum per shipment: 35428 - ST/ST 35429 - ST/OT 35430 - OT/OT

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.



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STORAGE AUTHORIZATION FORM

Green Fleet Conference & Expo

October 1 - 2, 2013

Phoenix Convention Center - Hall 6
Phoenix, Arizona

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

- 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.

SHOWSITE STORAGE

Secured Storage: Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$20.00 Minimum).**
(35400)

Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **(\$100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.
(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

Return to Warehouse Service Fee: At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

Storage per Month Service Fee: Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

- Shipped to another destination as arranged via Shepard Logistics Services
- Transport to another SES show: _____ Delivery Date: _____
- Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



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PAYMENT AUTHORIZATION

Green Fleet Conference & Expo

October 1 - 2, 2013
Phoenix Convention Center - Hall 6
Phoenix, Arizona

Discount Deadline: September 16, 2013

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **Green Fleet Conference & Expo**
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: Pay by Check* Pay by Wire*

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

*Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Security Code:

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

**** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**



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MATERIAL HANDLING INFORMATION

Green Fleet Conference & Expo

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

35003

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 after show opening.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD

Surcharge: \$30 per Shipment

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

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, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED-UNCRATED-SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).