

# Shipping Instructions

Shipping to and from a tradeshow can be a very tricky task. Here are the instructions to help along with the process:

## Advanced Shipping

Ship to the advanced Shepard warehouse to ensure that your materials have been received and will be waiting in your booth when you arrive at the show for installation.

(Company Name) Booth #  
USITT Conference & Stage Expo  
c/o UPSF/Shepard Exposition Services  
9828 East Bluegrass Pkwy  
Louisville, KY 40299

Dates: February 21 - March 12, 2019

## Direct to Show Shipping

Shipping Direct to Show needs to be a very precise task. Make sure your packages arrive on the dates below to be received; otherwise they will not be accepted by the Convention Center.

c/o Shepard Exposition Services  
(Company Name) Booth#  
Kentucky International Convention Center  
221 Fourth Street  
Louisville, KY 40202

Dates: March 18-20, 2019

## Marshaling Yard

All vehicles arriving at the Convention Center to drop off materials and pick up after the show must check in at the marshaling yard. A Shepard representative will collect your information and guide you to the position. This is a coordinated effort to organize shipments to drop off in the order they arrive.

## Personally Owned Vehicles

A personally owned vehicle (POV) is classified as a company or company personnel's owned vehicle which would include cars, vans, pick up trucks and trailers up to 53'. Company personnel **MAY** unload their own equipment if it can be rolled on a dolly or hand carried. POV's that need more than a dolly, must utilize the Shepard Exposition Services truck loaders. Material handling charges will apply.

All POV's must check in at the marshaling yard to organize their delivery and pick up times. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

## Forced Freight

All shipments must be packed and shipped by noon on Sunday, March 24, 2019. If they are not picked up by a carrier, Shepard Exposition Services will take the responsibility for the shipment and deliver it per your bill of lading form completed with the customer service agent.



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



## Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

**[logistics@shepardes.com](mailto:logistics@shepardes.com)**



# 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.



## USITT Conference & Stage Expo

Kentucky International Convention Center - Louisville, Kentucky

March 21 - 23, 2019

Event Code: I100590319

Connect With Us!

email [logistics@shepardes.com](mailto:logistics@shepardes.com)  
 phone (888) 568-8858  
 fax (404) 596-5620  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Shepard Logistics Services

### 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

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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 Tuesday, March 19, 2019

### Step 5: Tell us What we are shipping:

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



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Shipping Labels

**RUSH**

  
**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_  
 (Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o UPSF - Shepard Exposition Services  
 9828 East Bluegrass Pkwy  
 Louisville, KY 40299

Delivery Hours: M-F, 8-4:30 PM

For: **USITT Conference & Stage Expo**

First day freight can arrive w/o a surcharge:  
 February 21, 2019

Last day freight can arrive w/o a surcharge:  
 March 12, 2019

**RUSH**

  
**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_  
 (Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o UPSF - Shepard Exposition Services  
 9828 East Bluegrass Pkwy  
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 March 12, 2019

Advance Shipping Labels

**RUSH**

  
**DIRECT TO SHOW**

TO: \_\_\_\_\_  
 (Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o Shepard Exposition Services  
 Kentucky International Convention Center  
 221 Fourth Street  
 Louisville, KY 40202

For: **USITT Conference & Stage Expo**

**MUST NOT BE DELIVERED PRIOR TO:**  
 March 19, 2019 @ 8:00 AM

**RUSH**

  
**DIRECT TO SHOW**

TO: \_\_\_\_\_  
 (Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o Shepard Exposition Services  
 Kentucky International Convention Center  
 221 Fourth Street  
 Louisville, KY 40202

For: **USITT Conference & Stage Expo**

**MUST NOT BE DELIVERED PRIOR TO:**  
 March 19, 2019 @ 8:00 AM

Direct Shipping Labels



## USITT Conference & Stage Expo

Kentucky International Convention Center - Louisville, Kentucky

March 21 - 23, 2019

All outbound shipments require 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.

Event Code: I100590319

Connect With Us!

email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

**\$\$ Saving Tip!**  
 Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Outbound Material Handling Authorization & Shipping Labels

### 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
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### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate    \_\_\_\_\_ # of Skids    \_\_\_\_\_ # of Cases    \_\_\_\_\_ # of Cartons    \_\_\_\_\_ Approx Total Weight

### Step 4: How many Labels do you need? \_\_\_\_\_

### Step 5: 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 6: What type of Service do you need? (how fast does it need to get there?)

\_\_\_\_\_ Ground    \_\_\_\_\_ 2nd Day    \_\_\_\_\_ Overnight

### Step 7: 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.



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Kentucky International Convention Center - Louisville, Kentucky

March 21 - 23, 2019

Event Code: I100590319

Connect With Us! email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Material Handling Rates

### 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)

### What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

**Important!**  
All Material Handling fees will be automatically billed to the credit card on file!

**How to Calculate Material Handling Services:** The following services whether used completely or in part are offered as a package. When estimating 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 Rates:** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$94.00	\$122.25	
35010		35036	

### Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$94.00	\$141.00	\$122.25	
35030		35043	35038	

### Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
\$47.00	
	35400

### Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

### Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

### Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

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

**Early/Late Shipments to Warehouse:** 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

**Reweigh of Shipments:** 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 an understated weight on delivery document.

**Disposal Fee:** A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

**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.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #



Card Holder Signature