



# 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.



# Shepard Logistics Services

## Sunbelt Builders Show and Conference

Gaylord Texan Resort and Convention Center - Grapevine, Texas

August 5 - 9, 2019

Event Code: T150520819  
 email [logistics@shepardes.com](mailto:logistics@shepardes.com)  
 phone (888) 568-8858  
 fax (404) 596-5620

### 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
<input type="checkbox"/> Is there a loading dock?	<input type="checkbox"/> Do we need a lift gate on our truck?		
<input type="checkbox"/> Is your building in a residential area?	<input type="checkbox"/> Do we need to go inside your office to pick up your items?		
<input type="checkbox"/> 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, August 5, 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.



# Sunbelt Builders Show and Conference

Gaylord Texan Resort and Convention Center - Grapevine, Texas

August 5 - 9, 2019

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

# Outbound Material Handling Authorization and Shipping Labels

Event Code: T150520819  
email [houston@shepardes.com](mailto:houston@shepardes.com)  
phone (832) 799-5700  
fax (832) 415-0517

All outbound shipments require a **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.

## 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

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

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

## Step 4: Tell us What we are shipping:

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

<input type="checkbox"/> Is there a loading dock?	<input type="checkbox"/> Do we need to go inside your office to pick up or deliver your items?
<input type="checkbox"/> Is your building in a residential area?	<input type="checkbox"/> Is there anything else we should know about your building?
<input type="checkbox"/> Do we need a lift gate on our truck?	

## Step 5: How many Labels do you need? \_\_\_\_\_

## Step 6: 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 7: What type of Service do you need? (how fast does it need to get there?)

\_\_\_\_\_ 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.

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.

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ <b>Shepard Exposition c/o UPSF</b>
	<b>4666 Duncanville Rd</b> <b>Dallas, TX 75236</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
	For: _____ <b>Sunbelt Builders Show and Conference</b>
	First day freight can arrive w/o a surcharge: July 10, 2019 Last day freight can arrive w/o a surcharge: July 29, 2019


<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ <b>Shepard Exposition c/o UPSF</b>
	<b>4666 Duncanville Rd</b> <b>Dallas, TX 75236</b>
	<b>Delivery Hours: M-F, 8-4:00 PM</b>
	For: _____ <b>Sunbelt Builders Show and Conference</b>
	First day freight can arrive w/o a surcharge: July 10, 2019 Last day freight can arrive w/o a surcharge: July 29, 2019

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ <b>c/o Shepard Exposition Services</b>
	<b>4666 Duncanville Rd</b> <b>Dallas, TX 75236</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: _____ <b>Sunbelt Builders Show and Conference</b>
	First day freight can arrive w/o a surcharge: July 17, 2019 Last day freight can arrive w/o a surcharge: July 29, 2019

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____ <b>c/o Shepard Exposition Services</b>
	<b>4666 Duncanville Rd</b> <b>Dallas, TX 75236</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: _____ <b>Sunbelt Builders Show and Conference</b>
	First day freight can arrive w/o a surcharge: July 17, 2019 Last day freight can arrive w/o a surcharge: July 29, 2019

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.

**RUSH**

  
**DIRECT TO SHOW**

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


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

Shepard Exposition c/o UPSF  
Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Sunbelt Builders Show and Conference

For:  
Sunbelt Builders Show and Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
August 5, 2019 @ 3:00 PM

**RUSH**

  
**DIRECT TO SHOW**

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

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

Shepard Exposition c/o UPSF  
Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Sunbelt Builders Show and Conference

For:  
Sunbelt Builders Show and Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
August 5, 2019 @ 3:00 PM

**RUSH**

  
**DIRECT TO SHOW**

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


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

c/o Shepard Exposition Services  
Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

For:  
Sunbelt Builders Show and Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
August 5, 2019 @ 3:00 PM

**RUSH**

  
**DIRECT TO SHOW**

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

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

c/o Shepard Exposition Services  
Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

For:  
Sunbelt Builders Show and Conference

**MUST NOT BE DELIVERED PRIOR TO:**  
August 5, 2019 @ 3:00 PM



# Material Handling Rates

## Sunbelt Builders Show and Conference

Gaylord Texan Resort and Convention Center - Grapevine, Texas

August 5 - 9, 2019

Event Code: T150520819  
 email [houston@shepardes.com](mailto:houston@shepardes.com)  
 phone (832) 799-5700  
 fax (832) 415-0517

### 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.

### 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 or if when your carrier delivers your freight may result in additional fees.

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

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$100.75	\$131.00	
35010		35036	

### 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 Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$105.00	\$157.50	\$136.50	
35030		35043	35038	

### 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 (Shipments 40 pounds or less)

	Total Shipment	Total
	\$50.50	
35400		

### 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.

Banding Service per 4x4 skid/pallet 35490 \$ 75.00

Shrinkwrap Service per 4x4 skid/pallet 35491 \$75.00

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.

**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.

**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.

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

Company

Booth #



Card Holder Signature



# Material Handling Info

## Sunbelt Builders Show and Conference

Gaylord Texan Resort and Convention Center - Grapevine, Texas

August 5 - 9, 2019

Event Code: T150520819  
 email [houston@shepardes.com](mailto:houston@shepardes.com)  
 phone (832) 799-5700  
 fax (832) 415-0517

### SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

**Padded Van Deliveries** L This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**DISPOSAL FEE** Fee: .75 Per Lb Labor Rate \$85.00 Per Hour (OT/DT may apply)

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

**OVERTIME/DOUBLE TIME** Surcharge: Overtime: 30% Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/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/DOUBLE TIME** Surcharge: Overtime: 30% Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. 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. Any shipment arriving to showsite after show open will be charged a surcharge.

**UNCRATED SHIPMENTS** Rate as shown on Material Handling Rate 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: \$25.00 per piece. 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.

### LIGHT WEIGHT SHIPMENTS

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**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: \$ 103.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.



**Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.**

**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 shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is the difference between material handling and shipping?**

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

**Do I need to order a forklift 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.

**What determines how much I'm charged?** Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required

**How do I calculate material handling charges?**

Material handling, whether used completely or in part are offered as a round trip service. 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

**What are Light Weight shipments?**

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum.

**How do I calculate my Light Weight shipment?** Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

**What are Crated materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional 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 received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only 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, fiber cases, 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.

**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.

**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 Shipping**

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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

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

**Equipment:** Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.



# Sunbelt Builders Show and Conference

Gaylord Texan Resort and Convention Center - Grapevine, Texas

August 5 - 9, 2019

# Cartload Service

Event Code:	T150520819
email	<a href="mailto:houston@shepardes.com">houston@shepardes.com</a>
phone	(832) 799-5700
fax	(832) 415-0517

### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
 OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm  
 DT - Double-time: All other hours and Holidays

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

**Cartload Service includes one laborer, one cart, one trip per rate listed below.**

Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	\$106.10	
35152		Booth to Dock ST	\$106.10	
35153		Dock to Booth OT	\$106.10	
35154		Booth to Dock OT	\$106.10	



**Only Shepard personnel are allowed to operate mechanical equipment.**

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

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.

Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: \_\_\_\_\_

BOOTH: \_\_\_\_\_

Total Estimate:	\$	_____
8.250% Tax*:	\$	_____
Amount Due:	\$	_____

Contact Name

Contact Email Address



Card Holder Signature



# Mobile Spotting

## Sunbelt Builders Show and Conference

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August 5 - 9, 2019

Event Code:	T150520819
email	<a href="mailto:houston@shepardes.com">houston@shepardes.com</a>
phone	(832) 799-5700
fax	(832) 415-0517

### 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 arrive on **Monday, August 8, 2019 by 7:00 AM**

All vehicles must be removed no later than **Friday, August 9, 2019 11:00 AM**

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.

Keys must be given to Shepard Exposition Services to be held onsite.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Each Way
35108		Motorized Unit/Vehicle Spotting	\$103.00

**Visqueen is required under your mobile unit. Visqueen can be ordered via the exhibitor kit or plan on providing your own visqueen. If you are providing your own visqueen, the visqueen will need to be installed prior to your vehicle driving into the exhibit hall.**

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

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

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 Bar:	\$ _____
8.250% Tax*:	\$ _____
Amount Due:	\$ _____

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature