

# GENERAL MATERIAL HANDLING INFO **M-1**

**SGIA '06 - Las Vegas**

Las Vegas Convention Center

Las Vegas, NV

September 26-29, 2006

Event Code: 01721006

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## **WHO?**

You will need materials to create a successful exhibit. For example, you might send several boxes of samples and literature to give away at the show, or crated display structures you will use to "build" your booth. These materials must somehow get to the booth space; and any reusable items must get back "home" after the show closes. Shepard can help arrange freight transportation to and from the show (see Shepard Logistic Services details in this section of the kit).

## **WHAT?**

Material handling includes unloading the shipment from the carrier's truck, delivering the shipment to your booth space, removing the empty cartons after you unpack, storing those "empties" and bringing them back to your booth when it is time to pack up, and loading your material onto the truck that comes to retrieve your shipment. **Certified weight tickets are required.**

Charges for transportation are not included in material handling. Moving the freight to and from the show is separate and must be paid directly to the carrier. Shipments that arrive "collect" or "COD" will be refused, whether at the warehouse or at the show facility.

The use of forklifts and labor to unload trucks and bring boxes and crates to your booth (and the reverse for outbound when the show is over) is included in material handling charges. Please do NOT complete a "Rigging Request form" (M-8) to order a forklift for unloading your truck. Rigging equipment and labor is available for an hourly rate to work within your booth space during installation and dismantling. For example, you may need to have heavy pieces placed in a particular area (spotted) during setup or you may need a forklift to help get a machine out of (and back into) its crate.

## **WHEN?**

When are shipments accepted? Shipments may be received up to 30 days prior to move-in at no additional charge. Shipments arriving more than 30 days prior to show opening incur storage charges (page M-6). Shipments arriving very close to show opening (within 5 days) are considered "late" for the advance warehouse and will incur a surcharge (page M-6), since we must then rush your individual shipment to the show facility.

The late surcharge will apply after **Wednesday, September 20, 2006**

If you plan to send your materials to the warehouse more than a month or two in advance, call ahead to the Shepard Warehouse and give them a "heads up" to let them know the show to which your freight belongs. If a phone number is not listed with the warehouse address on the "Material Handling Authorization" form (M-6), use the phone number at the top of the page and ask for the Material Handling Department.

One way to keep your costs down is to plan ahead. Having a shipping schedule will help you avoid paying rush charges to your carrier and late charges for receiving. It can be difficult to predict exactly when your materials will arrive at the destination. It is very important, however, that your shipment not arrive at the show facility before the published "1st exhibitor move-in date" listed on the "Material Handling Authorization" form (M-6). Freight that arrives at the show site dock before that first move-in day will most likely interfere with an unrelated show. You risk your shipment being refused, or worse, accepted by someone who will not be ultimately responsible for it!