

# GENERAL MATERIAL HANDLING INFO **M-2**

**SGIA '06 - Las Vegas**

Las Vegas Convention Center

Las Vegas, NV

September 26-29, 2006

Event Code: 01721006

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

---

### **WHERE?**

It is your choice whether to ship materials to the advance warehouse or directly to the show facility. There are several advantages to using the advance warehouse: In addition to the larger "window" of time for arrivals, you can increase your peace of mind by calling to confirm receipt of your shipment. Warehouse freight is delivered to your booth prior to exhibitor move-in so that setup may begin immediately.

Individual pieces weighing in excess of 5000 pounds, loose or uncrated freight should be sent to the show site address. "Uncrated" means any freight that is not in a container. In the interest of protecting this vulnerable freight, send uncrated items directly to the show site so that they are not handled more than absolutely necessary.

### **HOW MUCH?**

Material handling charges are based on the total inbound weight of the shipment rounded off to the next hundred pounds (CWT) . For this reason, we encourage you to request that your carrier present a certified weight ticket for your shipment upon delivery. For example, to estimate material handling:

<b>Weight of your shipment</b>	<b>Round up to the next hundredweight</b>	<b>How many hundredweights is</b>	<b>Multiply the rate from page M-6 by:</b>
1179 pounds	1200 pounds	$1200\text{lbs} \div 100 = 12\text{CWT}$	12

The rates are published on page M-6: one set for shipments arriving at the warehouse, and another set for shipments sent directly to the show site. Just below these boxes on page M-6, is a third rate for small packages delivered by specialized carriers without a bill of lading who deal in these lightweight deliveries. Instead of charging by the weight for these small packages, these shipments are charged per piece.

Please note that page M-7 describes services Shepard offers beyond base material handling charges, and some extra charges that potentially increase your invoice. For example, shipments requiring special handling or shipments arriving late will incur a 25% surcharge.

Material handling services, whether used completely, or in part, are offered as a package.