GENERAL MATERIAL HANDLING INFO M-4

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**

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Shipping Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Please complete this form and mail or fax it by the deadline above so that we may better coordinate the move-in of your exhibit and assist in tracking your shipment if necessary.

Where are you shipping? □ Shepard warehouse □ Direct to show site

What date do you plan to ship? _____ To arrive on? _____

Via which carrier(s)? _____ Tracking number(s)? _____

Carrier _____ Tracking number(s)? _____

Carrier _____ Tracking number(s)? _____

How many trucks of each category do you plan to use?

_____ Van line _____ Common carrier _____ Flat bed _____ Company truck _____ Overseas container

Will you be displaying any mobile units (i.e. self-powered vehicles or towed equipment?) □ yes □ no

If so, please describe:_____

Are you ordering carpet from Shepard? □ yes □ no Ordering labor from Shepard? □ yes □ no

What date and time do you plan to have labor on-site to begin booth installation? _____

What special handling equipment is required to unload your exhibit (i.e. crane, extended fork blades, special slings, etc.)?

_____

Descriptions (Please be sure to include weight of heaviest single piece of machinery or equipment.):

Number of pieces	Machine/crate/carton/case/carpet	L x W x H	Weight per piece