

# MATERIAL HANDLING AUTHORIZATION

**M-7**

SGIA '06 - Las Vegas

Shepard Exposition Services

## SPECIAL HANDLING 35036

Prices do not include rigging or use of heavy equipment other than a forklift. A special handling surcharge of 25% applies if the shipment requires extra labor for unloading loose/uncrated materials, labeling, stacking or unstacking cartons in trailer, tarping or untarping containers or trailers, or rigging freight for unloading by forklift. The surcharge also applies to shipments that must be weighed in absence of a provided certified weight ticket. The surcharge applies to the entire shipment unless the uncrated portion is listed separately by weight.

## OVERTIME 35301

Based on show move-in or move-out schedule and/or late driver check-in, an overtime **surcharge of 25%** per occurrence applies to shipments handled at show site during overtime hours (refer to page M-6 for applicable overtime hours). This may include Shepard's opportunity for delivery of advance warehouse shipments into the exhibit hall. Any overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on 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.

## LATE SHIPMENTS 35003

Shipments arriving at the warehouse within 5 days of show opening, or show site after show opening incur a 25% surcharge. To avoid this surcharge, shipments must arrive at warehouse on or before **September 20, 2006**

## OFF-TARGET DELIVERIES 35004

For targeted shows (exhibitors who received an "Early Move-In Notice"), late shipments incur a 15% surcharge for equipment/manpower on hand to unload at the arranged time.

## PADDED VAN DELIVERIES 35041

A padded van surcharge 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.

**Additional cwt. Charge \$ 8.00**

35041

## MARSHALLING YARD 35250

Where Shepard Exposition Services as the show contractor must lease space for marshalling yard operations because no space is provided by the facility, Shepard may charge a maximum charge of \$5.00 per shipment processed through the Marshalling Yard.

## EMPTY CRATE STORAGE 35105

A charge of **\$10.00 per crate, carton or skid** (\$40.00 minimum) 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.

## ENVELOPE DELIVERIES DURING SHOW 35007

During show hours at the show facility, a **\$10.50 charge** applies to receiving and delivering envelope packages to your booth.

## SECURED OR ACCESSIBLE STORAGE

Secured Storage materials in storage will be returned to your booth at the close of the show. Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. Secured storage rates are eighty cents (\$0.80) per square foot per day (\$20.00 minimum). Accessible storage will be accessible during the show, but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, there will be a minimum one-hour material handling labor charge each time material is moved. There will be no charge to return material to the booth at the close of the show.

## WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

<b>Transportation to Warehouse</b>	\$8.75	per cwt. (min. charge \$43.75)	35024
<b>Warehouse handling in &amp; out</b>	\$12.00	per cwt. (min. charge \$24.00)	35405
<b>Storage per month</b>	\$4.00	per cwt. (min. charge \$20.00)	35006