



Shepard Exposition Services

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SPECIAL MACHINERY MATERIAL HANDLING



Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES				
	2,501 - 5,000 LBS	34.00 35881	44.20 35883	
	5,001 - 10,000 LBS	30.90 35882	40.15 35887	
	10,001 - 20,000 LBS	29.35 35883	38.15 35888	
	20,001 - 30,000 LBS	27.80 35493	36.15 35636	
	30,001 + LBS	26.80 35494	34.85 35637	

Overtime: 30% fee for each overtime application based on St rate

Double Time: 50% fee for each double time application based on ST rate

Subtotal \$

N/A Tax*: \$

Amount Due: \$

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

* All tax rates are subject to change.