



Shepard Exposition Services

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MATERIAL HANDLING AUTHORIZATION



Archery Trade Association

January 11 - 13, 2018

Indiana Convention Center, Indianapolis, IN

Event Code: I110370118

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT* ON MATERIAL HANDLING

To set up your shipment please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Discount does not apply to shipments considered small package, local deliveries. or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

CALCULATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Please see the following page (Material Handling Rate Schedule) page and insert amount that applies in appropriate box.

Standard Material Handling table with columns for Weight, Description, Price, Total. Includes sections for Direct Shipments to Showsite, Advance Shipments to Warehouse, Small Packages, Overtime, and Double Time.

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Summary table with rows for Subtotal, N/A Tax*, and Amount Due, all with dollar signs.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

Early/Late Shipments to Warehouse

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

Reweigh of Shipments

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Disposal Fee

A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Form fields for Company Name, Contact Name, Authorized Signature, Booth #, and Phone #.

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.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.