



Clean Buildings Expo

Baltimore Convention Center - Baltimore, Maryland

March 26 - 27, 2019

Event Code: M186040319

Connect With Us! email baltimore@shepardes.com phone (410) 737-9270 fax (410) 737-9274 mail 7079 Oakland Mills Rd, Columbia, MD 21046

Machine Shipping Information

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Email this form and machine diagrams to baltimore@shepardes.com by Tuesday, March 05, 2019

If you have questions regarding machines, please contact us!

Step 1: Complete exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone #

Email Address

Step 2: How many machines are you shipping? Crated _____ Uncrated* _____

*Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the warehouse. These items should be delivered directly to the facility on your designated target day and time.

Step 3: What is the weight of each machine?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

Step 4: What are the dimensions of each machine?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

Step 5: How is your machine being shipped? Flatbed _____ Closed Trailer _____ Container _____

Step 6: Do you need special equipment to unload?

Crane _____ Extended Forklift Blades _____ Rollers _____ Slings _____ Other _____

Step 7: Do you require a forklift in your booth space to unskid, assemble, or spot machinery? Yes _____ No _____

Step 8: Where are the pick points located on your machine? Top _____ Bottom _____

Step 9: What is the weight per square foot of each machine?

Note: 350 pounds per sq ft is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

Step 10: Please attach any photos or diagrams you have of your machines.



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Discount Deadline **Tuesday, March 05, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, after 4:30 PM; all day Saturday & Sunday
DT - Double-time: All other hours and holidays

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Machinery Rates



This form is intended for machinery only. For all other shipments, please refer to the Material Handling Rate page.

Important Things to Know!

- 1 Use of these specially discounted rates are for your **machinery shipments only**.
- 2 **Certified weight tickets** are required for all shipments.
- 3 **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.
- 4 When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials.
- 5 All shipments must have **proper inbound Bill of Lading** or carrier bill with weight breakdowns.

All other freight will be billed at **regular** Material Handling Rates.

For all Machine shipments, Shepard will do the following:

- Receive shipments consigned directly to the facility on installation days
- Deliver your machine to your booth
- Remove and store your empty containers
- Return your empty containers to your booth
- Load your outbound shipment on your carrier of choice

Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound # machine shipments should be delivered directly to the facility during move-in or on your designated target day and time.

Code	Weight	Item Description	ST Time Rate	Sp Handling Rate
35233	2,501 - 5,000 LBS		\$ 37.70	\$ 48.98
35235	5,001 - 10,000 LBS		\$ 33.30	\$ 44.55
35237	10,001 - 20,000 LBS		\$ 32.55	\$ 42.35
35238	20,001 - 30,000 LBS		\$ 30.58	\$ 40.10
352410	30,001 + LBS		\$ 29.75	\$ 38.65

Overtime: 30% fee for each overtime application based on ST rate
Double Time: 50% fee for each double time application based on ST rate

**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.

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.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #



Card Holder Signature