



## Clean Buildings Expo

Baltimore Convention Center - Baltimore, Maryland

March 26 - 27, 2019

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

\*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: M186040319

Connect With Us!

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 Columbia, MD 21046

**\$\$ Saving Tip!**  
 Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Outbound Material Handling Authorization & Shipping Labels

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name	Booth #
Contact Name	Phone #
Email Address	

### Step 2: Tell us Where your items are going:

Company \_\_\_\_\_

Street Address	City	State	Zip
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### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate    \_\_\_\_\_ # of Skids    \_\_\_\_\_ # of Cases    \_\_\_\_\_ # of Cartons    \_\_\_\_\_ Approx Total Weight

### Step 4: How many Labels do you need? \_\_\_\_\_

### Step 5: Who is picking up your shipment?

\_\_\_\_\_ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS    OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.  
 If using FedEx or UPS you must have and apply their shipping labels.

### Step 6: What type of Service do you need? (how fast does it need to get there?)

\_\_\_\_\_ Ground    \_\_\_\_\_ 2nd Day    \_\_\_\_\_ Overnight

### Step 7: If your carrier doesn't show up, what do we do with your items?

\_\_\_\_\_ Reroute via the show carrier (Shepard Logistics)  
 \_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.