



# SPECIAL MACHINERY MATERIAL HANDLING

Shepard Exposition Services

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Tow Expo Dallas

August 18 - 19, 2017

Gaylord Texan Resort & Convention Center - Grapevine, Texas

Event Code: T118930817

## SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

**THIS FORM IS FOR MACHINERY SHIPMENTS ONLY**

Qty.	Item Description	Standard	Special Handling**	Amount
<b>STRAIGHT TIME MACHINERY RATES</b>				
	2,501 - 5,000 LBS	<b>\$28.25</b> (35581)	<b>\$36.75</b> (35586)	
	5,001 - 10,000 LBS	<b>\$27.00</b> (35582)	<b>\$35.00</b> (35587)	
	10,001 - 20,000 LBS	<b>\$25.75</b> (35583)	<b>\$33.50</b> (35588)	
	20,001 - 30,000 LBS	<b>\$24.50</b> (35493)	<b>\$32.00</b> (35636)	
	30,001 + LBS	<b>\$23.25</b> (35494)	<b>\$30.25</b> (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.