



# SHEPARD LOGISTICS SERVICES

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)



June 5 - 7, 2017

Las Vegas Convention Center - Las Vegas, Nevada

Event Code: L113490617

**FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Dims	Est. Weight
Crates		
Cartons (cardboard)		
Cases/Trunks (fiber) (color)		
Skids/Pallets		
Carpet (color)		
TV/Monitor		
Other		
Total Pieces	Total Dims.	Total Wt.

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock  Yes  No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

### SHIP TO

I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)

American Craft Retailers Expo 2017  
c/o Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, NV 89118

Warehouse Deadline May 26, 2017  
Date

I will be shipping to **SHOW SITE**  
c/o Shepard Exposition Services  
(Company Name, Booth#)

American Craft Retailers Expo 2017  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109

Delivery date: June 3, 2017

### OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

#### Ship to Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground  Other (Truck Load, Specialized)

### TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Logistics/Material Handling ONLY  Authorize ALL charges

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

*Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.*