



Shepard Exposition Services

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SHEPARD LOGISTICS SERVICES

AAHOA Convention

March 28 - 29, 2018

Gaylord National Resort & Convention Center - National Harbor, Maryland

Event Code: M144530318

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

Table with columns: Number of Pieces, Est. Dims, Est. Weight. Rows include Crates, Cartons, Cases/Trunks, Skids/Pallets, Carpet, 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 #)

AAHOA Convention
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Warehouse Deadline March 20, 2018

I will be shipping to SHOW SITE

c/o Shepard Exposition Services (Company Name, Booth#)
AAHOA Convention
Gaylord National Resort and Convention Center (Potomac)
701 Waterfront Street
National Harbor, MD 20745

Delivery date: March 27, 2018

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.

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 MasterCard VISA

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.