



# Material Handling Pre-Payment Worksheet

# M-5

**RoboBusiness**

Shepard Exposition Services  
 1531 Carroll Drive  
 Atlanta, GA 30318

David L. Lawrence Convention Center  
 Pittsburgh, PA  
 April 8-9, 2008

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**  
 E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

Event Code: **G108880408**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Fax \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

**Shipping Information**

To avoid making large payments at show site, use this worksheet to estimate and prepay material handling charges.

Please check one:

- We plan to ship our crated material to the advance warehouse  
 We plan to ship our materials direct to show site.

We plan to ship on (date)	
Our materials should arrive on (date)	
Carrier	
Pro# (if available)	
Origin of Shipment (City, State)	

Please indicate number of pieces and the weight:

No. of pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Misc.	
	Total Weight	

**Computation of Order**

The following services, whether used completely, or in part, are offered as a package.

When recording weight, round up to the next 100 lbs. For example, 285lbs.=300lbs., 3 CWT x rate = dollars or minimum charge, whichever is greater.

Weight	Description	Price/CWT	Total
92.50	Advance Shipments to Warehouse minimum charge	\$92.50	
92.50	Direct Shipments to showsite minimum charge	\$92.50	
	Special Handling Surcharge to Warehouse or showsite	25%	
	Padded Van Delivery to Warehouse or showsite	\$8.00	
	Specialized Carrier to Warehouse or showsite	\$46.25	
	Specialized Carrier to Warehouse or showsite (minimum charge)	\$92.50	
	Overtime, if applicable (see overtime statement for amount)	25%	

Total \$

Payment Enclosed \$

**Contact Information**

Should Shepard Exposition Services need to contact someone from your company regarding this shipment, please furnish:

Contact Name	
Phone Number	

For complete information and descriptions, refer to the Material Handling Authorization (M-6, M-7) in this service kit.

**General Information**

For credit card payments, please use the payment authorization form(A-3)

Any overtime charges will be invoiced at showsite and are subject to change pending Move-in/Move-out schedules.

We understand that your calculation is only an estimate. Invoicing will be done from the actual certified weight ticket or re-weight ticket on inbound material handling receiving report. Adjustments will be made accordingly. Adjustments must be paid on showsite.

If you have any questions about material handling, please contact our Material Handling Department.

**Overtime**

Prices quoted are based on:

- One Way Overtime  
 Overtime In and Out  
 No Overtime in the Rate



# MATERIAL HANDLING AUTHORIZATION

# M-6

## RoboBusiness

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Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Shipping Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ Fax \_\_\_\_\_

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 Terms and Conditions on page M-9, sign and return to Shepard.

Δ To avoid delays, certified weight tickets on inbound shipments are required.

ADVANCE SHIPPING WAREHOUSE ADDRESS	
TO:	Exhibiting company and booth #
FOR:	RoboBusiness
C/O:	Shepard Exposition Services 695 Pike Street Meadow Lands, PA 15347 (724) 228-9100
First day of receiving:	March 9, 2008 <i>Warehouse receiving 8 AM - 4:00 PM, M-F</i>

DIRECT SHIPPING SHOW SITE ADDRESS	
TO:	Exhibiting company and booth #
FOR:	RoboBusiness
C/O:	Shepard Exposition Services David L. Lawrence Convention Center 1000 Fort Duquesne Blvd. Pittsburg, PA 15222
<i>1st Day Freight Can Arrive at Show Facility: April 7, 2008</i>	

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

**Warehouse Rate:** Price includes receiving between 6 to 30 days prior to show opening. See page M-5 for charges before/after included days.

price per cwt	code	100 lbs. Minimum charge per shipment	code
\$92.50	35010	\$92.50	35013

**Show Site Rate:** Shipments consigned to the show site must arrive no earlier than the 1st exhibitor move-in day.

price per cwt	code	100 lbs. Minimum charge per shipment	code
\$92.50	35030	\$92.50	35033

### SMALL PACKAGE CARRIERS

Price is per carton or container per delivery that arrive by a small package carrier without a bill of lading stating number of pieces and total weight.

**Price per Carton per delivery \$46.25 35048 Minimum Charge: \$92.50 35045**

**See page M-7 in this section for additional services available and fees including:** special handling, overtime, late shipments, off-target deliveries, padded van deliveries, empty crate storage, warehouse storage, marshalling yard charges, return-to-warehouse charges, etc.