

Move-In/Move-Out Checklist

Prepare yourself for the hectic move-in and move-out of your exhibit! Use this checklist to ensure you have everything your company needs for a successful, streamlined set-up and tear-down.

- Determine your shipping method: warehouse vs. show-site shipping
--> Shipments sent in advance to the warehouse will be at your booth prior to the start of move-in, waiting for your set-up crew. *See Shipping Info on page 2 for more details.*
- Budget appropriately for material handling/drayage charges.
--> What is material handling? Material handling includes unloading the shipment from the carrier's truck, delivering the shipment to your booth space, removing the empty cartons after you unpack, storing those "empties" and bringing them back to your booth when it is time to pack up, and finally loading your material onto the truck that comes to pick up your shipment. Certified weight tickets are required. *See the Shipping and Labor FAQs on page 3 for details and pricing information.*
- Shipping anything via a courier like Federal Express or UPS? Make sure your billing information is on file with Shepard Exposition Services.
--> The ONLY way for these packages to reach your booth is for Shepard to deliver them from the dock once they are dropped off by the carrier (*charges will apply*).
- Obtain Exhibit Insurance, pursuant to the exhibit space contract, for the duration of move-in through move-out (April 7-9, 2008).
- Determine material handling needs. At the David L. Lawrence Convention Center, exhibitors are permitted to unload their own vehicles, provided they can do it without the use of motorized equipment, such as forklift or motorized pallet jacks. You may use dollies or hand trucks to unload. Privately owned vehicles will unload at the loading dock. *Specific instructions can be found on page 3 of the Shipping and Labor FAQ's page in this section.*
- Determine labor needs. If desired, exhibitors are permitted to use full-time company employees to perform the installation and dismantle work in their booth space. Should an exhibiting company wish to hire skilled labor to assist with the installation and dismantle of their booth, they may do so by hiring labor through the official General Service Contractor for the RoboBusiness tradeshow, Shepard Exposition Services, or through their own independent I&D firm.
- Planning to use an outside contractor for the installation and dismantle of your exhibit?
--> Complete and return the *EAC forms located on page 5* of this section AND in the *Shepard Services Kit* to Show Management and Shepard by, March 7, 2008, or you will be required to use Shepard Exposition Services (your I&D company may still supervise).

--> Exhibitor Appointed Contractors must also comply with show rules and submit their certificate of insurance with the appropriate requirements by March 7, 2008.

Shipping Info

*Please use the below addresses to label all event shipments.
You may also use the shipping labels located in the Shepard Services Kit.*

Advance Shipments to Warehouse

*Advance Shipments MUST ARRIVE between: Monday, March 10 at 8:00am and
Thursday, April 3 at 4:00pm*

UPS Freight
c/o Shepard Exposition Services
RoboBusiness Conference & Expo
695 Pike St
Meadow Lands, PA 15347
No. _____ Of _____ Pieces

*Warehouse Rate: Price includes receiving between 6 to 30 days prior to show opening.
Price per cwt \$92.50 (100 lb. Minimum charge per shipment \$98.75)*

Direct Shipments to Site

Direct Shipments MUST ARRIVE: April 7 between 8:00am and 6:00pm

David L. Lawrence Convention Center
C/O Shepard Exposition Services
Company Name / Booth #
RoboBusiness Conference & Expo
1000 Fort Duquesne Boulevard
Pittsburgh, Pennsylvania 15222
No. _____ Of _____ Pieces

*Shipments sent direct to the show site must arrive no earlier than the 1st exhibitor move-in day.
Price per cwt \$92.50 (100 lb. Minimum charge per shipment \$92.50.)*

Shipping and Labor Info

WHAT IS 'DRAYAGE' AND 'MATERIAL HANDLING' AND WHY WOULD I NEED IT?

These two terms refer to the delivery of your shipment from point of arrival (loading dock) to your exhibit space. Basically, material handling includes unloading the shipment from the carrier's truck, delivering the shipment to your booth space, removing the empty cartons after you unpack, storing those "empties" and bringing them back to your booth when it is time to pack up, and loading your material onto the truck that comes to retrieve your shipment. Certified weight tickets are required.

IMPORTANT

Please do not ship any freight or packages for delivery to the David L. Lawrence Convention Center prior to Monday, April 7 at 8:00AM, as they can not be accepted.

MATERIALS ARRIVING BY HIRED CARRIER

--> Shipments arrive by Carrier MUST be unloaded and delivered to your booth by Shepard Exposition Services.
Please see Material Handling in the Shepard Services kit for details and pricing information.

--> The location of the entrance to the loading dock, it is between 9th and 10th streets on Fort Duquesne Boulevard.

MATERIALS ARRIVING WITH EXHIBITORS IN THEIR OWN PRIVATE VEHICLE

--> Exhibitors are permitted to unload their own vehicles, (less than 24' in length) provided they can do it without the use of motorized equipment, such as forklift or motorized pallet jacks.

--> You may use your own dollies or hand trucks to unload.

--> If you do not own a dolly or handtruck, you have the option of renting a dolly and labor person to wheel in the materials in up to two trips. If more than two trips are required, standard material handling rules and pricing will apply.

--> If the material can be hand carried into the building, the front entrance is also accessible for exhibitors.

--> Shepard MUST handle any materials that requires the use of a forklift, motorized pallet jack or any type of motorized equipment in order to be moved. No electric pallet jacks or other mechanical equipment are allowed on the show floor.

--> Exhibitors using a privately owned vehicle or company owned vehicle will need to use the truck ramp along the exhibit hall. To gain access to the ramp, turn in to the loading dock entrance and follow to the end of the rows. The ramp will be on your right after the last truck dock space. There are doors which will open into Exhibit Hall C, the RoboBusiness exhibit hall.

CAN I USE FEDEX OR UPS TO SHIP BOOTH MATERIALS?

--> Yes, but please keep in mind that you will be charged a delivery fee by Shepard Exposition Services to bring the package from the dock to your booth, and it may take some time for the package to reach your booth.

WHEN CAN I EXPECT MY FREIGHT TO BE DELIVERED TO MY BOOTH?

--> Shipments sent in advance to the Shepard Warehouse by the deadline date of **April 3** will be delivered to your booth by the time set-up begins.

--> Freight shipped directly to the David L. Lawrence Convention Center, will be delivered after the carrier checks into the dock and waits their turn (unless special arrangements have been made in advance with Shepard).

Shipping and Labor Info

CAN I SET UP MY OWN BOOTH OR DO I NEED TO USE UNION LABOR?

--> Exhibitors are permitted to use bonafide full-time company employees to perform the installation and dismantle work in their booth space.

--> If you wish to hire skilled labor to assist with the installation and dismantle of your booth, you can:

- 1.) Hire labor through the official General Service Contractor, Shepard Exposition Services
Orders can be placed by completing the order form located in the *Shepard Services Kit*.
OR

- 2.) Employ labor through your Exhibit I&D Company who are affiliated with the appropriate union local.
If there's no one at the I&D house affiliated with the local union then they can only supervise the work being done.
 - If your company plans to use a contractor other than Shepard Exposition Services to install your booth, Please be sure to submit the required notification/authorization forms (Exhibitor Appointed Contractor Form) provided in this section.

WHAT HAPPENS WITH MY EMPTY BOXES/CRATES ONCE MY BOOTH HAS BEEN ASSEMBLED?

--> Empties must be labeled with the appropriate stickers provided onsite at the Shepard Services Desk.

--> These special labels must include your company booth name and number.

--> Empties will be collected and stored off-site and are not accessible until the end of the show.

--> Do not mark empties with empty stickers unless you do not need access to them until the close of the show.

WHEN THE EVENT IS OVER WHEN DO I GET MY BOXES/CRATES BACK?

--> Since there will be over 50 exhibitors at RoboBusiness, it may take up to 2 hours for your empties to be delivered to your booth at the end of the show. Please plan accordingly.

HOW DO I ARRANGE FOR RETURN SHIPMENT OF MY FREIGHT AT THE END OF THE EVENT?

--> All exhibitors must complete a Bill of Lading form in order for their materials to be shipped at the close of the show.

--> Bill of Lading forms will be available at the Shepard Exposition Services desk on-site.

--> You must arrange for your carrier to check-in with Shepard no later than 1pm on Wednesday, April 9 for move-out.

Exhibitor Appointed Contractor (EAC) Guidelines

Please note that the following conditions must be met in order for Exhibitors to utilize the services of non-official contractors to supervise, install and dismantle their exhibit.

- > **The Exhibitor must notify (in writing) Show Management AND Shepard Exposition Services of their intention to employ a non-official contractor by March 7, 2008, using the Exhibitor Appointed Contractor Forms located on the following page AND in the Shepard Services Kit.**
- > In addition, the non-official contractor must, by the deadline date above, provide Show Management AND Shepard Exposition Service, Inc. with a current 'Certificate of Insurance' containing at least the minimum coverage outlined below:
 - a. Liability of \$1,000,000 for property damage per occurrence
 - b. \$1,000,000 for personal injury per occurrence
 - c. Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming EH Publishing, Inc., Shepard Exposition Services, Inc. and SMG/David L. Lawrence Convention Center as additionally insured for the time period in question
 - d. Dates of coverage: Monday, April 7- Wednesday, April 9

THE CERTIFICATE OF INSURANCE IS DUE AT THE TIME OF NOTIFICATION. DEADLINE: MARCH 7, 2008

- > In the event that this notification is not received by March 7, 2008, or if the information contained therein is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor for the work required will then be supplied by the Official Contractor: Shepard Exposition Services, or you may set up your own booth without additional labor.
- > EAC's must possess either an exhibitor badge or a set-up/tear-down wristband in order to gain access to the exhibit floor during set-up/tear-down. Wristbands are available on-site from security at the hall entrance.
- > The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the exhibitor for services.
- > The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the exhibitor's booth space.
- > The non-official contractor may not solicit business on the exhibit floor.
- > The non-official contractor must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.



EAC Form

Notification for Show Management

Deadline: March 7, 2008

NOTE: All EAC Forms and Insurance Riders must be completed and forwarded to Show Management and Shepard Exposition Services no later than **March 7, 2008** and must name EH Publishing and Shepard Exposition Services as additionally insured during the dates of April 7-10, 2008.

Deadline: March 7, 2008

Fax: 508.663.1595 (Attention: Amy Reddington)

WHAT IS AN EXHIBITOR APPOINTED CONTRACTOR (EAC)?

An EAC is any company, other than the official contractor listed in the exhibitor manual, providing a service and needing access to an exhibit any time during installation, show dates, and/or dismantling (i.e. display installation and dismantling, models / demonstrators, florist, photographer, audio/visual).

WHAT ARE THE RULES REGARDING THE USE OF EXHIBITOR APPOINTED CONTRACTORS?

Exhibitors may use their own sub-contractor for any services not provided exclusively to RoboBusiness. Exclusive services are Material Handling, Lead Retrieval, Electrical, Internet, Booth Cleaning, Telecommunications, Security and Food & Beverage Service.

EXHIBITOR INFORMATION:

Company: _____ Booth #: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signature: _____ Email: _____

EXHIBITOR-APPOINTED CONTRACTOR INFORMATION

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

***Reminder: If you are using an EAC for labor, please ALSO complete the Shepard EAC Form located in the Shepard Services Kit.**