



Aluminum USA
 Music City Center | Nashville, TN
 October 25 - 26, 2023

MACHINE RATES

G160211023

This is for MACHINERY only. For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machines do not qualify for per pound pricing.

Important Things to Know!

- Use of these specially discounted rates are for your **machinery shipments only**.
* All other freight will be billed at standard Material Handling Rates.
- Certified weight tickets** are required for all shipments.
- 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.
- When shipping a mixed load, **separate weight tickets** are required to distinguish between machinery and exhibit materials.
- All shipments must have proper inbound Bill of Lading or carrier bill with **weight breakdowns**.

For all machine shipments, Shepard will do the following:

- Receive shipments consigned directly to the facility on installation days.
- Deliver your machine to your booth.
- Remove and store your empty containers.
- Return your empty containers to your booth.
- Load your outbound shipment on your carrier of choice.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday and Sunday 8AM - 5PM.
Double Time (DT): Saturday and Sunday 5PM - 6AM. Holidays.
Holidays: NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, NY Eve Day.

Overtime: 30% fee for each overtime application based on ST rate
Double Time: 50% fee for each double time application based on ST rate

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35992	2,501 - 5,000 lbs.		\$32.32
35993	5,001 - 10,000 lbs.		\$29.56
35994	10,001 - 20,000 lbs.		\$26.22
35995	20,001 - 30,000 lbs.		\$17.94
35996	30,001 + lbs.		\$13.46

35586	Special Handling** 2,501 - 5,000 lbs.		\$42.01
35587	Special Handling** 5,001 - 10,000 lbs.		\$38.42
35588	Special Handling** 10,001 - 20,000 lbs.		\$34.09
35589	Special Handling** 20,001 - 30,000 lbs.		\$23.32
35590	Special Handling** 30,001 + lbs.		\$17.49

**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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

Only Shepard personnel are allowed to operate mechanical equipment. We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file.**

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



Aluminum USA
 Music City Center | Nashville, TN
 October 25 - 26, 2023

MACHINE SHIPPING INFORMATION REQUEST

G160211023

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, SEPTEMBER 25, 2023

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Step 1. How many machines are you shipping?

QUANTITY OF MACHINES: _____

Step 8. Where are the pick points located on your machine?

Top Bottom

Step 2. What is the weight of each machine?

1: _____ 2: _____ 3: _____ 4: _____
 5: _____ 6: _____ 7: _____ 8: _____

Step 9. What is the weight per square foot* of each machine?

1: _____ 2: _____ 3: _____ 4: _____
 5: _____ 6: _____ 7: _____ 8: _____

* 350 pounds per sq. ft. is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

Step 3. What are the dimensions of each machine?

1: _____ 2: _____ 3: _____ 4: _____
 5: _____ 6: _____ 7: _____ 8: _____

Step 10. Please attach any photos or diagrams you have of your machines.

Photos Attached No Photos

Step 5. How is your machine being shipped?

Flatbed Close Trailer Container

Step 6. Do you need special equipment to unload?

Extended Forklift Blades Rollers Slings
 Other _____

Step 7. Do you require a forklift in your booth space to unskid, assemble, or spot machinery?

Yes No

Only Shepard personnel are allowed to operate mechanical equipment. We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. **All Material Handling charges are billable and will be charged to the credit card on file.**

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: targets@shepardes.com