

**Aluminum USA**

Music City Center | Nashville, TN

October 25 - 26, 2023

CARTLOAD SERVICE**G160211023**

Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location.

Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- **One laborer**
- **One cart**
- **One trip** (per rate listed below)

Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

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.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$150.00	
35152	Booth to Dock ST		\$150.00	
35153	Dock to Booth OT		\$205.00	
35154	Booth to Dock OT		\$205.00	

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

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com