



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services
 1531 Carroll Drive, NW Atlanta, GA 30318
 Shepard Logistics Phone: 888-568-8858
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NFMT Fall 2016
November 1 - 2, 2016
Mirage-Las Vegas, Las Vegas, NV
 Event Code: L103041116

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		Est. Weight
Number of Pieces		
_____	Crates	_____
_____	Cartons (cardboard)	_____
_____	Cases/Trunks (fiber) (color)	_____
_____	Skids/Pallets	_____
_____	Carpet (color)	_____
_____	TV/Monitor	_____
_____	Other	_____
_____	Total Pieces	Total Wt.

SHIP TO

I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
 NFMT Fall 2016
 c/o Shepard Exposition Services
 5845 Wynn Road, Suites A,B,C,D
 Las Vegas, NV 89118

Warehouse Deadline October 24, 2016
Date

I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
 NFMT Fall 2016
 Mirage-Las Vegas
 3400 Las Vegas Boulevard South
 Las Vegas, NV 89109

Delivery date: October 31, 2016

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

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. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

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

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.