

## This form is intended for MACHINERY only.

For all other shipments, please refer to the Material Handling Rates page.

### Important things to know:

1. Use of these specially discounted rates are for your machinery shipments only.
2. Certified weight tickets are required for all shipments.
3. 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.
4. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials.
5. All shipments must have proper inbound Bill of Lading or carrier bill with weight breakdowns.
6. No shipments over 5,000 lbs can be accepted at the advanced warehouse.

**All other freight will be billed at regular Material Handling Rates.**

### 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

### Machinery Conditions:

- Weight must be more than 2,000 pounds
- Must arrive at showsite skidded or with convenient lifting structures attached and easily lifted with forklift or crane
- A special handling rate is charged for extra labor or equipment to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requires warranting special handling charges are: Rigging equipment on or off a truck using jacks, chains, rollers, skates, straps or cables; the use of multiple forklifts due to the length or lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.
- Shipment should be listed as "MACHINERY" on the shipping documents and shipping container. All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments.
- When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed Load shipments without separate weight tickets do not qualify for machinery rates and will be invoiced at regular material handling rates. Adjustments will not be made.
- **Uncrated machinery will not be accepted at the warehouse.** All uncrated machinery should be delivered to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store and return empty containers.
- Machinery must be used or be necessary to manufacture raw material and to produce a finished good
- Examples of machines: Printing Press, Cutting Tools, Printers and any tool constructed of metal that has moving parts to perform a specific manufacturing or printing function. The definition would exclude all display material, calibration tools, and raw materials for demonstration purposes.
- **If your carrier picks up your shipment on Thursday, October 21, 2021 after 5:00PM an overtime fee will be added to your machine rate.**

# MACHINE RATES

## International Converting Exhibition and Conference

F126741021

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

### This form is intended for MACHINERY only.

For all other shipments, please refer to the Material Handling Rates page. Please see important details on previous page.

#### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM  
**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday.  
**Double Time (DT):** Holidays  
**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas 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

### Machinery Incentive:

- ICE/InPrint and Shepard Expositions are offering a special incentive to bring Machinery to ICE/IMPRINT.
- For **every machine** you ship to show site, we will handle the **second piece** of equal or lesser weight at **no charge**.
  - Free storage** 30 days pre-event and 15 days post event.

For Example:

- If you ship in a machine weighing 5,000 lbs, the second machine weighing 4,000 lbs is unloaded at no charge.
- If you ship 3 machines, you pay for the 2 heaviest machines and the 3rd machine is handled at no charge.
- If you ship in 4 machines, you may pay for the 2 heaviest machines and next 2 are handled at no charge
- If a machine is shipped in as 4 separate pieces, each piece is considered a separate machine and the above applies.

#### Important change this year:

These rates DO NOT include any overtime; if we are unable to move in heavy machinery on Friday, an additional overtime surcharge will apply.  
 If your carrier picks up your shipment on Thursday, October 21, 2021 after 5:00PM an overtime fee will be added to your machine rate.

QTY	ITEM DESCRIPTION	ST/ST	ST/OT	OT Surcharge	QTY	ITEM DESCRIPTION	ST/ST	ST/OT	OT Surcharge
	2,001 lbs - 3,000 lbs	\$420.00 (35514)	\$546.00 (35514)	\$126.00 (35591)		12,001 lbs - 15,000 lbs	\$1,485.00 (35514)	\$1,930.00 (35514)	\$445.00 (35591)
	3,001 lbs - 5,000 lbs	\$665.00 (35514)	\$865.00 (35514)	\$200.00 (35591)		15,001 lbs - 17,500 lbs	\$1,800.00 (35514)	\$2,340.00 (35514)	\$540.00 (35591)
	5,001 lbs - 7,500 lbs	\$768.00 (35514)	\$1,022.00 (35514)	\$254.00 (35591)		17,501 lbs - 30,000 lbs	\$2,050.00 (35514)	\$2,667.00 (35514)	\$617.00 (35591)
	7,501 lbs - 10,000 lbs	\$1,150.00 (35514)	\$1,495.00 (35514)	\$345.00 (35591)		30,001 lbs - 50,000 lbs	\$2,950.00 (35514)	\$3,835.00 (35514)	\$885.00 (35591)
	10,001 lbs - 12,000 lbs	\$1,265.00 (35514)	\$1,645.00 (35514)	\$380.00 (35591)		over 50,001 lbs	(call for quote)	(call for quote)	(call for quote)

Machinery rates are discounted and no other discounts apply.

\*\*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.

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](mailto:orders@shepardes.com)

# MACHINE SHIPPING INFORMATION REQUEST

International Converting Exhibition and Conference

F126741021

Orange County Convention Center (West Building) | Orlando, FL

October 19 - 21, 2021

## FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, SEPTEMBER 20, 2021

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](mailto:targets@shepardes.com)