

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. Machinery weighing over 5,000 lbs. CANNOT be shipped to the advanced warehouse.**
7. If your carrier picks up your shipment on **Thursday, January 11, 2024 after 5:00PM** an overtime fee will be added to your machine rate.

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 requirements 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.



MACHINE RATES

International Converting Exhibition and Conference

F157670124

Orange County Convention Center | Orlando, FL

January 9 - 11, 2024

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

Important things keep in mind

- **Machinery weighing over 5,000 lbs. CANNOT be shipped to the advanced warehouse.**
- These rates DO NOT include any overtime; if we are unable to move in heavy machinery on straight time, an additional overtime surcharge will apply.
- If your carrier picks up your shipment on **Thursday, January 11, 2024** after 5:00PM an overtime fee will be added to your machine 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:

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

2024 Rates

QTY	ITEM DESCRIPTION	ST/ST	ST/OT	OT Surcharge	QTY	ITEM DESCRIPTION	ST/ST	ST/OT	OT Surcharge
	2,001 lbs - 3,000 lbs	\$462.00 (35514)	\$600.60 (35515)	\$138.60 (35591)		12,001 lbs - 15,000 lbs	\$1,636.00 (35529)	\$2,126.80 (35530)	\$490.80 (35591)
	3,001 lbs - 5,000 lbs	\$733.00 (35517)	\$952.90 (35518)	\$219.90 (35591)		15,001 lbs - 17,500 lbs	\$1,983.00 (35532)	\$2,577.90 (35533)	\$594.90 (35591)
	5,001 lbs - 7,500 lbs	\$866.00 (35520)	\$1,125.80 (35521)	\$259.80 (35591)		17,501 lbs - 30,000 lbs	\$2,400.00 (35535)	\$3,120.00 (35536)	\$720.00 (35591)
	7,501 lbs - 10,000 lbs	\$1,267.00 (35523)	\$1,647.10 (35524)	\$380.10 (35591)		30,001 lbs - 50,000 lbs	\$3,456.00 (35538)	\$4,492.80 (35539)	\$1,036.80 (35591)
	10,001 lbs - 12,000 lbs	\$1,492.00 (35526)	\$1,939.60 (35527)	\$447.60 (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



MACHINE SHIPPING INFORMATION REQUEST

International Converting Exhibition and Conference

F157670124

Orange County Convention Center | Orlando, FL

January 9 - 11, 2024

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, DECEMBER 11, 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