



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



## Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

**[logistics@shepardes.com](mailto:logistics@shepardes.com)**



# SHIPPING VERSUS MATERIAL HANDLING

## WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



## WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,  
Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



Mid-Atlantic Nursery Trade Show

Baltimore Convention Center - Baltimore, Maryland

January 9 - 11, 2019

Event Code: M153940119

Connect With Us! email logistics@shepardes.com phone (888) 568-8858 fax (404) 596-5620 mail 7079 Oakland Mills Rd, Columbia, MD 21046

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

Step 2: Tell us the Location of items for pick up:

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck? Is your building in a residential area? Do we need to go inside your office to pick up your items? Any thing else we should know about your building

Step 3: Tell us When we are picking it up:

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Monday, January 07, 2019

Step 5: Tell us What we are shipping:

Table with 2 main columns for item types (Crates, Cartons, Cases/trunks, Skids/pallets and Carpet, Monitors, Other, Total) and 4 sub-columns for dimensions (L, W, H) and Weight.

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

- Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company Booth #

Street Address City State Zip

Shepard Logistics is the MANTS preferred freight carrier and warehouse

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Print at least one label for each box. Include the exhibiting company name and booth number.  
If you are creating your own labels, make sure the same information below is on your labels.

**Please note that the warehouse will be closed December 24th and 25th and January 1st**

Shipping Labels

RUSH

**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o Shepard Exposition Services  
7079 Oakland Mills Rd  
Columbia, MD 21046

**Delivery Hours: M-F, 8-4:30 PM**

For: \_\_\_\_\_  
**Mid-Atlantic Nursery Trade Show**

First day freight can arrive w/o a surcharge:  
December 12, 2018

Last day freight can arrive w/o a surcharge:  
December 31, 2018

RUSH

**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o Shepard Exposition Services  
7079 Oakland Mills Rd  
Columbia, MD 21046

**Delivery Hours: M-F, 8-4:30 PM**

For: \_\_\_\_\_  
**Mid-Atlantic Nursery Trade Show**

First day freight can arrive w/o a surcharge:  
December 12, 2018

Last day freight can arrive w/o a surcharge:  
December 31, 2018

Advance Shipping Labels

RUSH

**DIRECT TO SHOW**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o Shepard Exposition Services  
Baltimore Convention Center  
1 West Pratt Street  
Baltimore, MD 21201

For: \_\_\_\_\_  
**Mid-Atlantic Nursery Trade Show**

**MUST NOT BE DELIVERED PRIOR TO:**  
January 7, 2019 @ 8:00 AM

RUSH

**DIRECT TO SHOW**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

Booth #: \_\_\_\_\_

c/o Shepard Exposition Services  
Baltimore Convention Center  
1 West Pratt Street  
Baltimore, MD 21201

For: \_\_\_\_\_  
**Mid-Atlantic Nursery Trade Show**

**MUST NOT BE DELIVERED PRIOR TO:**  
January 7, 2019 @ 8:00 AM

Direct Shipping Labels



## Mid-Atlantic Nursery Trade Show

Baltimore Convention Center - Baltimore, Maryland

January 9 - 11, 2019

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

\*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: M153940119

Connect With Us!

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone (410) 737-9270  
 fax (410) 737-9274  
 mail 7079 Oakland Mills Rd,  
 Columbia, MD 21046

**\$\$ Saving Tip!**  
 Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Outbound Material Handling Authorization & Shipping Labels

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name		Booth #
Contact Name	Phone #	
Email Address		

### Step 2: Tell us Where your items are going:

Company \_\_\_\_\_

Street Address	City	State	Zip
----------------	------	-------	-----

### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate    \_\_\_\_\_ # of Skids    \_\_\_\_\_ # of Cases    \_\_\_\_\_ # of Cartons    \_\_\_\_\_ Approx Total Weight

### Step 4: How many Labels do you need? \_\_\_\_\_

### Step 5: Who is picking up your shipment?

\_\_\_\_\_ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS    OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.  
 If using FedEx or UPS you must have and apply their shipping labels.

### Step 6: What type of Service do you need? (how fast does it need to get there?)

\_\_\_\_\_ Ground    \_\_\_\_\_ 2nd Day    \_\_\_\_\_ Overnight

### Step 7: If your carrier doesn't show up, what do we do with your items?

\_\_\_\_\_ Reroute via the show carrier (Shepard Logistics)  
 \_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.



# Agility

*Fairs & Events*

**The experts in International Event Logistics**

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

**Single point of contact  
for international shipping  
from door to door:**

Agility Fairs and Events  
1 100 Tamiami Trail S.  
Suite B  
Venice, FL 34285  
Tel: 714-617-6675  
Contact: Kelly O'Neill-Exley  
koneill@agility.com  
[www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
[expousa@agility.com](mailto:expousa@agility.com)

**Get a free quote for international shipping at:  
[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)**



**[www.aglfairslogistics.com/usaebrochure/](http://www.aglfairslogistics.com/usaebrochure/)**