



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

Event Code: M180171112

## SHOW INFORMATION

### Whitman Coin & Collectibles Expo

November 15 - 18, 2012

Baltimore Convention Center

Baltimore, Maryland

#### BOOTH PACKAGE

**Standard Booth Package:**

- (3) 3'H Sidewall Drapes - Red, White, Blue
- (1) 7" x 44" Identification Sign
- (1) 8' x 30" Table
- (1) 8' x 24" Table
- (4) Side Chairs
- (1) Wastebasket

**Corner Booth Package:**

- (3) 3'H Sidewall Drapes - Red, White, Blue
- (1) 7" x 44" Identification Sign
- (2) 8' x 30" Tables
- (1) 8' x 24" Table
- (6) Side Chairs
- (1) Wastebasket

Show drape color(s): Red, White, Blue

#### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, November 14, 2012	6:00 PM - 10:00 PM
	Thursday, November 15, 2012	8:00 AM - 12:00 PM
Exhibit Hours:	Thursday, November 15, 2012	12:00 PM - 6:30 PM
	Friday, November 16, 2012	10:00 AM - 6:30 PM
	Saturday, November 17, 2012	10:00 AM - 6:30 PM
	Sunday, November 18, 2012	10:00 AM - 3:00 PM
Exhibitor Move-out:	Sunday, November 18, 2012	3:00 PM - 5:00 PM
Freight Re-route Time:	Sunday, November 18, 2012	4:00 PM

#### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, October 18, 2012
Discount price deadline for all Shepard orders:	Thursday, October 25, 2012
First day for warehouse deliveries without a surcharge:	Thursday, October 18, 2012
Last day for warehouse deliveries without a surcharge:	Thursday, November 8, 2012
First day freight can arrive at show facility:	Wednesday, November 14, 2012 at 8:00 AM

#### SHIPPING ADDRESSES

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]

Whitman Coin & Collectibles Expo  
 c/o Shepard Exposition Services  
 4710 Trident Court  
 Baltimore, MD 21227

**Direct Shipments Address**

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]  
 Whitman Coin & Collectibles Expo  
 Baltimore Convention Center  
 1 W. Pratt St  
 Baltimore, MD 21201

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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## ONLINE ORDERING INSTRUCTIONS

### Whitman Coin & Collectibles Expo



November 15 - 18, 2012  
Baltimore Convention Center  
Baltimore, Maryland


### \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

- GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on [Whitman Coin & Collectibles Expo](#)
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users :** User name = Your Email Address (provided by Show Management)  
Password = TBD
  - Previous users :** User name = Your Email Address  
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated, update your profile and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**  
**(410) 737-9270**  
[baltimore@shepardes.com](mailto:baltimore@shepardes.com)



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Event Code: M180171112

**Discount Deadline: October 25, 2012**

## PAYMENT AUTHORIZATION

### Whitman Coin & Collectibles Expo

November 15 - 18, 2012

Baltimore Convention Center

Baltimore, Maryland

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

#### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **Whitman Coin & Collectibles Expo**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 41000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

#### CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:   
Month Year

Billing Address: \_\_\_\_\_

Security Code:

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

#### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_



### PAYMENT POLICY

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

### INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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## THIRD PARTY PAYMENT AUTHORIZATION

**Whitman Coin & Collectibles Expo**  
**November 15 - 18, 2012**  
**Baltimore Convention Center**  
**Baltimore, Maryland**

**Discount Deadline: October 25, 2012**

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### SERVICES TO BE COVERED BY THIRD PARTY

- All services**
- Rental Furniture       Exhibit Display Rentals       Overhead Rigging/Labor  
 Carpet                       Cleaning                       Installation/Dismantling Labor  
 Material Handling \*Please complete the Material Handling Authorization Form  
 Logistics/Transportation      Notes: \_\_\_\_\_  
 Other (please specify): \_\_\_\_\_

### THIRD PARTY INFORMATION

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CITY, ST, ZIP:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CITY, ST, ZIP:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

### THIRD PARTY CREDIT CARD INFORMATION

**Type of Card:**     

**Credit Card #:**

**Expiration Date:**      
Month Year

**Billing Address:** \_\_\_\_\_

**City, ST, Zip:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Security Code:**



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# EXPO FURNISHINGS

## Whitman Coin & Collectibles Expo

November 15 - 18, 2012

Baltimore Convention Center

Baltimore, Maryland

### TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01)      Gold (04)      Burgundy (07)  
Green (02)    Blue (05)      Grey (10)  
White (03)    Black (06)      Teal (13)

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	94.00	122.20	
50046			6'L X 30"H	113.30	147.30	
50050			8'L X 30"H	145.10	188.65	
50043			4'L X 42"H	113.30	147.30	
50047			6'L x 42"H	145.10	188.65	
50051			8'L x 42"H	170.60	221.80	
50052			4th Side 30"	56.65	73.65	
50171			4th Side 42"	56.65	73.65	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	65.15	84.70	
50044		6'L X 30"H	76.25	99.15	
50048		8'L X 30"H	91.65	119.15	
50041		4'L X 42"H	73.35	95.35	
50045		6'L x 42"H	91.65	119.15	
50049		8'L x 42"H	102.25	132.95	

### RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	39.45	51.30	
50084		6'L X 6"H	50.25	65.35	
50086		8'L X 6"H	63.70	82.80	
50083		4'L X 12"H	79.85	103.80	
50085		6'L x 12"H	99.40	129.20	
50087		8'L x 12"H	110.75	144.00	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	18.95	24.65	
50078		6'L X 6"H	26.65	34.65	
50080		8'L X 6"H	34.50	44.85	
50077		4'L X 12"H	36.80	47.85	
50079		6'L x 12"H	52.55	68.30	
50081		8'L x 12"H	64.25	83.55	

### STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	56.65	73.65	
50021		Arm Chair	77.25	100.45	
50024		Stool w/back	81.35	105.75	

### STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	17.00	22.10	
50094		Floor Easel	33.50	43.55	
50245		Literature Rack	128.75	167.40	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	160.70	208.90	
50092		Coat Rack	57.05	74.15	
50093		Garment Rack	160.70	208.90	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	46.85	60.90	
50102		Velvet Rope, 7'	74.85	97.30	
50095		Sign Holder, 22x28	111.25	144.65	

### SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	12.75	16.60	
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Please choose color from skirted table section.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day. Rental items not ordered but found in use in booth are invoiced at the "Regular" rate.

\* All tax rates are subject to change.

Total Expo Furnishings:	\$
6.000% Tax:	\$
Amount Due:	\$



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858  
Shepard Logistics Fax: 404-720-8733  
Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)  
Event Code: M180171112

# SHEPARD LOGISTICS SERVICES

**Whitman Coin & Collectibles Expo**  
**November 15 - 18, 2012**  
**Baltimore Convention Center**  
**Baltimore, Maryland**

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

## EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION	SHIPPING INFORMATION																
<p>• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.</p> <p>Requested Pick Up Date: _____</p> <p>Hours of Operation: _____</p> <p>Company _____</p> <p>Address _____</p> <p>_____ (City) (State) (Zip)</p>	<p>Items to be shipped</p> <table border="1"> <thead> <tr> <th>Number of Pieces</th> <th>Est. Weight</th> </tr> </thead> <tbody> <tr> <td>Crates</td> <td>_____</td> </tr> <tr> <td>Cartons (cardboard)</td> <td>_____</td> </tr> <tr> <td>Cases/Trunks (fiber) (color)</td> <td>_____</td> </tr> <tr> <td>Skids/Pallets</td> <td>_____</td> </tr> <tr> <td>Carpet (color)</td> <td>_____</td> </tr> <tr> <td>Other</td> <td>_____</td> </tr> <tr> <td><b>Total Pieces</b></td> <td><b>Total Wt.</b></td> </tr> </tbody> </table> <p>Declared Value \$ _____ Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.</p>	Number of Pieces	Est. Weight	Crates	_____	Cartons (cardboard)	_____	Cases/Trunks (fiber) (color)	_____	Skids/Pallets	_____	Carpet (color)	_____	Other	_____	<b>Total Pieces</b>	<b>Total Wt.</b>
Number of Pieces	Est. Weight																
Crates	_____																
Cartons (cardboard)	_____																
Cases/Trunks (fiber) (color)	_____																
Skids/Pallets	_____																
Carpet (color)	_____																
Other	_____																
<b>Total Pieces</b>	<b>Total Wt.</b>																

### SHIP TO

I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)  
**Whitman Coin & Collectibles Expo**  
c/o Shepard Exposition Services  
4710 Trident Court  
Baltimore, MD 21227

Warehouse Deadline November 8, 2012  
Date

I will be shipping to **SHOW SITE**  
(Company Name, Booth#)  
**Whitman Coin & Collectibles Expo**  
Baltimore Convention Center  
1 W. Pratt St  
Baltimore, MD 21201

Delivery date: November 14, 2012

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_  
Loading Dock  Yes  No Lift Gate \_\_\_\_\_  
Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

### 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 services provided by Shepard shall be billed to the Credit Card on file.

Type Card      

Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

**FAX COMPLETED FORM TO 404-720-8733**

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.

# SHIPPING LABELS

Whitman Coin & Collectibles Expo

## ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Whitman Coin &amp; Collectibles Expo</b>	
First day freight can arrive w/o a surcharge: October 18, 2012	
Last day freight can arrive w/o a surcharge: November 8, 2012	

R U S H	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 4710 Trident Court Baltimore, MD 21227</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Whitman Coin &amp; Collectibles Expo</b>	
First day freight can arrive w/o a surcharge: October 18, 2012	
Last day freight can arrive w/o a surcharge: November 8, 2012	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES Baltimore Convention Center 1 W. Pratt St Baltimore, MD 21201</b>
	For: <b>Whitman Coin &amp; Collectibles Expo</b>
MUST NOT BE DELIVERED PRIOR TO: November 14, 2012 @ 8:00 AM	

R U S H	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES Baltimore Convention Center 1 W. Pratt St Baltimore, MD 21201</b>
	For: <b>Whitman Coin &amp; Collectibles Expo</b>
MUST NOT BE DELIVERED PRIOR TO: November 14, 2012 @ 8:00 AM	





Shepard Exposition Services  
 4710 Trident Court  
 Baltimore, MD 21227

Customer Service Phone: (410) 737-9270  
 Customer Service Fax: (410) 737-9274  
 Customer Service Email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 Event Code: M180171112

# MATERIAL HANDLING AUTHORIZATION

## Whitman Coin & Collectibles Expo

November 15 - 18, 2012  
 Baltimore Convention Center  
 Baltimore, Maryland

### SHIPMENT INFORMATION

**Please complete the following information:**

We plan to ship to:  Advance Warehouse  Direct to Show Site  
 We plan to ship on (date): \_\_\_\_\_  
 Our materials should arrive on (date): \_\_\_\_\_  
 Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_  
 Origin of Shipment (city, state): \_\_\_\_\_  
 Please provide a contact name and number for any questions Shepard may have in regards to this shipment:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

### MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

#### COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling					
Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>					
	\$89.10	\$133.75	\$115.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
<b>Advance Shipments to Warehouse</b>					
	\$89.10	\$115.75			
	Crated	Special Handling			
	35010 / 35013	35036			
<b>Pieces</b>	<b>Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>				
	\$44.55	\$89.10			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling					
Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>					
	\$80.25	\$120.50	\$104.25		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391 / 35399	35394 / 35402		
<b>Advance Shipments to Warehouse</b>					
	\$80.25	\$104.25			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
<b>Overtime</b>					
	Overtime: 30% fee for every overtime application			30%	

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due	\$

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.

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

\* All tax rates are subject to change.



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# MATERIAL HANDLING INFORMATION

## Whitman Coin & Collectibles Expo

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

#### OVERTIME

Surcharge: 30%

35990

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

#### LATE SHIPMENTS

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

#### UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

#### OFF-TARGET DELIVERIES

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

#### PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

#### MARSHALING YARD

Surcharge: Maximum \$25.00

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

#### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

#### EMPTY CRATE STORAGE

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

#### Small Package Consolidation

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

#### ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

#### SECURED STORAGE

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

#### ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

#### WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

#### Return to Warehouse Service Fee

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

#### Storage per month

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

#### MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



### MATERIAL HANDLING Q&A

#### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

#### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

#### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

#### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

### MATERIAL HANDLING CHARGES

#### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

#### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

#### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

### SMALL PACKAGES

#### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

#### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

### CRATED~UNCRATED~SPECIAL HANDLING

#### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

#### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

#### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

#### What is the difference between material handling and shipping?

**Shipping** is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

#### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

#### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

#### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

### SIGNATURE SERIES SHIPPING

#### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

### LIABILITY INSURANCE

#### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

### OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).