



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION

Whitman Coin & Collectibles Expo

March 30 - April 2, 2017

Baltimore Convention Center - Baltimore, Maryland

Event Code: M180170417

BOOTH PACKAGE

Standard Booth Packages:

- (3) 3' High sidewall drape
- (1) 7" x 44" Cardstock Identification Sign
- (1) 8' x 30" Covered Table
- (1) 8' x 24" Covered Table
- (4) Side Chairs
- (1) Wastebasket

Corner Booth Packages:

- (3) 3' High sidewall drape - Black
- (1) 7" x 44" Cardstock Identification Sign
- (2) 8' x 30" Covered Tables
- (1) 8' x 24" Covered Table
- (6) Side Chairs
- (1) Wastebasket

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

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, March 29, 2017	6:00 PM - 9:00 PM
	Thursday, March 30, 2017	8:00 AM - 12:00 PM
Exhibit Hours:	Thursday, March 30, 2017	12:00 PM - 6:00 PM
	Friday, March 31, 2017	10:00 AM - 6:00 PM
	Saturday, April 1, 2017	10:00 AM - 6:00 PM
	Sunday, April 2, 2017	10:00 AM - 3:00 PM
Exhibitor Move-out:	Sunday, April 2, 2017	3:00 PM - 5:00 PM
Freight Re-route Time:	Sunday, April 2, 2017	4:30 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, March 2, 2017	
Discount price deadline for standard Shepard orders:	Thursday, March 9, 2017	
Discount price deadline for custom Shepard rentals:	Tuesday, February 28, 2017	
First day for warehouse deliveries without a surcharge:	Thursday, March 2, 2017	
Last day for warehouse deliveries without a surcharge:	Wednesday, March 22, 2017	
Last day for warehouse deliveries:	Monday, March 27, 2017	
	Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.	
First day freight can arrive at show facility:	Wednesday, March 29, 2017	at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
 Whitman Coin & Collectibles Expo
 c/o Shepard Exposition Services
 7079 Oakland Mills Rd
 Columbia, MD 21046

Direct Shipments Address

c/o Shepard Exposition Services
 [Exhibiting Co. Name & Booth Number]
 Whitman Coin & Collectibles Expo
 Baltimore Convention Center
 1 West Pratt Street
 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.



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



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: logistics@shepardes.com

SHEPARD LOGISTICS SERVICES

Whitman Coin & Collectibles Expo

March 30 - April 2, 2017

Baltimore Convention Center - Baltimore, Maryland

Event Code: M180170417

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

Number of Pieces

Est. Dims

Est. Weight

Table with columns for item types (Crates, Cartons, Cases/Trunks, Skids/Pallets, Carpet, TV/Monitor, Other, Total Pieces), Est. Dims, and Est. Weight.

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

SHIP TO

I will be shipping to the WAREHOUSE (Company Name, Booth #)

Whitman Coin & Collectibles Expo c/o Shepard Exposition Services 7079 Oakland Mills Rd Columbia, MD 21046

Warehouse Deadline March 22, 2017 Date

I will be shipping to SHOW SITE

c/o Shepard Exposition Services (Company Name, Booth#) Whitman Coin & Collectibles Expo Baltimore Convention Center 1 West Pratt Street Baltimore, MD 21201

Delivery date: March 29, 2017

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 MasterCard VISA

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.



MATERIAL HANDLING 101

Whitman Coin & Collectibles Expo

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.

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?

$3 \times \text{per carton rate} = \$ \text{amount charged (plus any additional fees that may apply)}$

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, 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. Cannot be completed solely with one forklift and operator.

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 published 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.

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).

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ 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
- ~ υποτιμηση αποσκευαστων υποκειμενων rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



MATERIAL HANDLING AUTHORIZATION

Whitman Coin & Collectibles Expo

March 30 - April 2, 2017

Baltimore Convention Center - Baltimore, Maryland

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Event Code: M180170417

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*. (35572)

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	Weight	Description			Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse					
	\$93.60	\$140.50	\$121.75				\$100.10	\$130.25			
	Crated	Uncrated	Special Handling				Crated	Special Handling			
	35030	35043	35038				35010	35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)					Overtime					
	\$50.00	\$65.00	\$100.00			Overtime: 30% fee for each overtime application based on ST rate					
	Each carton	Special handling	Min. per shipment			Double Time					
	35048	35268	35045			Double Time: 50% fee for each double time application based on ST rate					

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.

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

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.



SHIPPING LABELS

Whitman Coin & Collectibles Expo

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	7079 Oakland Mills Rd Columbia, MD 21046
	Delivery Hours: M-F, 8-4:30 PM
For: Whitman Coin & Collectibles Expo	
First day freight can arrive w/o a surcharge: March 2, 2017	
Last day freight can arrive w/o a surcharge: March 22, 2017	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	7079 Oakland Mills Rd Columbia, MD 21046
	Delivery Hours: M-F, 8-4:30 PM
For: Whitman Coin & Collectibles Expo	
First day freight can arrive w/o a surcharge: March 2, 2017	
Last day freight can arrive w/o a surcharge: March 22, 2017	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Baltimore Convention Center 1 West Pratt Street Baltimore, MD 21201
	For: Whitman Coin & Collectibles Expo
MUST NOT BE DELIVERED PRIOR TO: March 29, 2017 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Baltimore Convention Center 1 West Pratt Street Baltimore, MD 21201
	For: Whitman Coin & Collectibles Expo
MUST NOT BE DELIVERED PRIOR TO: March 29, 2017 @ 8:00 AM	