



**Las Vegas Antique Jewelry & Watch Show**

Las Vegas Convention Center - Las Vegas, Nevada

June 1 - 5, 2020

Event Code: L121080620  
email [logistics@shepardes.com](mailto:logistics@shepardes.com)  
phone (888) 568-8858  
fax (404) 596-5620

**Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\***

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

**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 **Sunday, May 31, 2020**

**Step 5: Tell us What we are shipping:**

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

**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 \_\_\_\_\_

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.



## *Relax with our Carefree Logistics!*

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

### **Inbound & Outbound Services**

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

### **Shepard Value-Added Services**

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

### ***Have a Logistics Question?***

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | [logistics@shepardes.com](mailto:logistics@shepardes.com)



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# SHIPPING VERSUS MATERIAL HANDLING

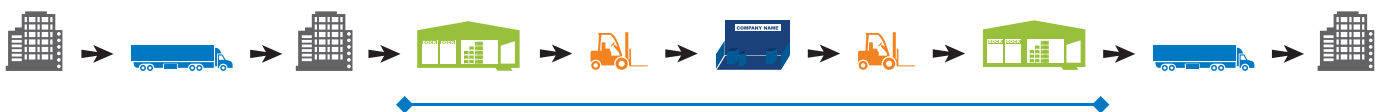
## WHAT IS SHIPPING?

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!



### 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.

### 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.*