



**SHEPARD EXPOSITION SERVICES  
MATERIAL HANDLING AUTHORIZATION  
AND TRANSPORTATION AGREEMENT**

RCVD \_\_\_\_\_ BY \_\_\_\_\_

**PLACE BOL # HERE**

CHECKER

RATE QUOTE  BASED ON \_\_\_\_\_ LBS

LOADER

**EXHIBITOR: PLEASE RETURN COMPLETED AGREEMENT TO THE SHEPARD CUSTOMER SERVICE CENTER**

|              |         |                    |                   |
|--------------|---------|--------------------|-------------------|
| Booth Number | Carrier | Show<br>{showname} | Exhibitor Phone # |
|--------------|---------|--------------------|-------------------|

|                               |              |                     |       |
|-------------------------------|--------------|---------------------|-------|
| <b>FROM</b> Exhibitor Company |              | <b>TO</b> Consignee |       |
| Facility/Show<br>{facility}   |              | Delivery Address    |       |
| Facility Address<br>{address} |              |                     |       |
| City<br>{city}                |              | City                |       |
| State<br>{state}              | Zip<br>{zip} | State               | Zip   |
|                               |              |                     | Phone |

**Type of Service:**  **Ground\***     **Next Day Air\***     **2nd Day Air\***    \* See limits of liability

**SPECIAL INSTRUCTIONS** Use this area to give specific pickup or delivery information

| No. Pcs. | Description of articles                | Weight | Exceptions   |
|----------|--|--------|--|
|          | Crates Exhibition Material (wooden) KD |        |  |
|          | Cases/Trunks (Fiber)                   |        |  |
|          | Skids/Pallets                          |        |  |
|          | Carpet                                 |        |  |
|          | Boxes and/or Cartons                   |        |  |
|          | TV/Monitors                            |        |  |
|          | Other:                                 |        |  |
|          | <b>&lt;--- TOTAL PIECES</b>            |        | <b>&lt;--- TOTAL WEIGHT SUBJECT TO VERIFICATION AND CORRECTION</b> |

|  |   |
|--|---|
| <p>In the event your designated carrier fails to show by {forcefreight}, please select an option:</p> <p><input type="checkbox"/> Reroute via carrier designated by Shepard</p> <p><input checked="" type="checkbox"/> <b>Deliver to local warehouse at exhibitor expense (\$400 minimum)</b></p> <p>Exhibitor Signature _____</p> <p>Reroute via <b>ACTUAL CARRIER NAME</b> by _____</p> <p>Date _____ Time _____</p> <p><b>(EXAMPLE OF CARRIER NAME WOULD BE: UPS FREIGHT, YRC, ABF)</b></p> | <p><b>Fr. Charges Collect</b> <input type="checkbox"/> <b>Charges Prepaid</b> <input checked="" type="checkbox"/> <b>Bill To:</b> ↓</p> <p>Exhibitor Company Name<br/><b>GLOBALTRANZ</b></p> <p>Billing Address<br/><b>PO BOX 6348, SCOTTSDALE, AZ 85261</b></p> <p>City _____ State _____ Zip _____</p> <p>NOTE: ADDITIONAL FREIGHT CHARGES MAY APPLY DUE TO FUEL SURCHARGES AND DELIVERY REQUIREMENTS</p> |
|--|---|

|   |  |
|---|--|
| <p><b>AUTHORIZATION FOR SERVICES IMPORTANT! PLEASE READ CAREFULLY</b></p> <p>You are entering into a contract which defines the respective responsibilities and Liabilities of The Parties. Terms and Conditions of the contract are provided with this form. Charges for transportation services provided by Shepard Exposition Services shall be billed to the credit card on file: Type of card _____ ending in _____ (last 4 digits). Shipper's signature indicates authorization for services, correctness of above information and receipt of and agreement to the Terms and Conditions of Contract.</p> <p>Shipper (print)</p> <p>Signature _____ Date _____</p> | <p><b>Above listed articles received in good condition. Except as noted.</b></p> <p>Carrier Name (print)</p> <p>Driver (print)</p> <p>Signature _____ Date _____</p> <p>Carrier Telephone # _____ Time _____</p> |
|---|--|