

# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

**American International Motorcycle Expo**
**L194750224**

Las Vegas Convention Center | Las Vegas, NV

February 6 - 8, 2024

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) 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.

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SAVING TIP!**

Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

## Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

## Step 2. Where is the shipment going?

COMPANY NAME: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## Step 3. How many pieces are in your shipment?

# OF CRATES: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_ # OF CASES: \_\_\_\_\_ # OF CARTONS: \_\_\_\_\_ APPROX. TOTAL WEIGHT: \_\_\_\_\_

## Step 4. What are we shipping?

QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates				
	Cartons (cardboard)				
	Cases/Trunks				
	Skids/Pallets				

 Is there a loading dock?  Yes  No

 Is the building in a residential area?  Yes  No

Residential contact name \_\_\_\_\_ Phone Number \_\_\_\_\_

 Do we need a lift gate on our truck?  Yes  No

 Do we need to go inside your office to deliver your items?  Yes  No

## Step 5. How many labels do you need? \_\_\_\_\_

## Step 6. Who is picking up your shipment?

 Official Show Carrier: SHEPARD LOGISTICS  Other (Truckload, Specialized) \_\_\_\_\_

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 7. What type of service is needed (how fast do you need it)?

 Ground  2nd Day  Expedited Ground (3-5 Days)  Overnight For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

## Step 8. What do we do with your items if your carrier doesn't show up?

 Send out via Shepard Logistics or available carrier  Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment 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. For shipments going into or out of Canada, we must have the Commercial Invoice and the