

**Motorcycle Rolling Fee:** includes labor to spot motorcycles from unloading area to your booth & return (exhibitor must supervise). This service is optional. Motorcycles/small trailers can be self-unloaded and brought to your booth.

**Vehicle Spotting Fee:** Includes labor to spot automobiles, trucks and all other large vehicles from unloading area to your booth & return (exhibitor must supervise). It must be driven by the exhibitor or towed to the booth under Shepard supervision. If the exhibitor is not present the Spotting fee will not apply and Material Handling rates will be charged. The same procedure will be used for loading during the move-out. Any vehicle that requires additional labor other than a single spotter or over length is greater than 24' will incur additional labor charges (see Labor Order form for rates).

**Step 1.**

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

**Step 2.**

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

**Important Rules and Regulations**

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

**All vehicles must be removed no later than:  
Friday, February 9, 2024 | 2:00PM**

**Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.**

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		\$95.00	
35372	Motorcycle Rolling fee		\$50.00	
35373	ATV/Small Vehicle Rolling fee		\$58.00	

\*\* Additional fees may apply if mobile spot cannot be driven into place and must be assisted. If your vehicle is lifted off flat beds or other trailers using Shepard equipment, you will incur charges for the lift and drivers.

UNCRATED VEHICLES WILL NOT BE ACCEPTED AT ANY LOCATION OTHER THAN THE GREATER COLUMBUS CONVENTION CENTER.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	8.38%
<b>AMOUNT DUE</b>	\$ _____

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in. Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

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

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

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



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)