

## ON-SITE STORAGE

## Atlanta Boat Show

G155540123

Georgia World Congress Center | Atlanta, GA

January 12 - 15, 2023

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

**Accessible Storage:** Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum).

**Secured Storage:** Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

## Step 1. Complete exhibiting company information.

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

ON-SITE CONTACT NAME: \_\_\_\_\_ ON-SITE CELL PHONE: \_\_\_\_\_

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

## Step 2. Choose the type of storage to fit your needs.

For either storage options, there is no charge to return items back to your booth at the end of the event.

## Accessible Storage

## STEP 1:

CODE	ITEM	QTY		COST PER DAY		NUMBER OF DAYS		EST TOTAL 1
35166	Pallets/Skids		X	\$35.00	X		=	
35349	1/2 Trailer		X	\$80.00	X		=	
35348	Full Trailer		X	\$120.00	X		=	

## STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.00	X		=	
35100	Labor - Overtime	\$150.00	X		=	
35101	Labor - Double Time	\$200.00	X		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

## Secure Storage

## STEP 1:

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED		NUMBER OF DAYS		EST TOTAL 1
35068	.80	X		X		=	

## STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.00	X		=	
35100	Labor - Overtime	\$150.00	X		=	
35101	Labor - Double Time	\$200.00	X		=	

STEP 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

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

# WAREHOUSE STORAGE

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Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

### Pricing

- Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound. or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

### Step 1. Complete exhibiting company information.

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

ON-SITE CONTACT NAME: \_\_\_\_\_ ON-SITE CELL PHONE: \_\_\_\_\_

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

### Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: \_\_\_\_\_

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

### Step 3. How long are we storing your items?

FROM DATE: \_\_\_\_\_ TO DATE: \_\_\_\_\_

Fees will continue until storage is picked up.

### Step 4. What do we do with your items at the end of the storage period?

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **WILL NOT** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

☐ Ship to another destination via Shepard Logistics\* ☐ Transport to another Shepard event\*

\*Additional fees will apply

☐ Pick-up is arranged with another carrier: \_\_\_\_\_

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: \_\_\_\_\_



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