

Attention: Exhibitors

Freight Shipping and Receiving Changes

Shepard Exposition Services has implemented a couple of changes regarding the transportation of your exhibit materials and the costs associated with the material handling services. Please take note of the changes outlined below and contact Shepard Exposition Services and Shepard Logistics Services to see if your company will benefit by these changes. Exhibitors will still have the right to choose the carrier of their choice regarding shipping to and from the event; however, the requirements for doing so below must be followed.

1. Shepard Exposition Services now offers *Signature Series* material handling services. By shipping your materials round trip with Shepard Logistics Services, exhibitors can receive a discount on the material handling services provided. Refer to Shepard Exposition Services forms **M-0** and **M-6** of your exhibitor service kit for ordering and pricing information. Shepard Logistics Services is the official transportation provider for Shepard Exposition Services. Together these two services are provided to save exhibitors time and money regarding shipping to the event, receiving the materials at the advance warehouse or show site, and the shipping the materials out at the close of the show.
2. **Small Package Shipments:** Small package shipments are defined as single or multiple piece shipments that are typically handled by, but not limited to carriers such as: UPS Package, DHL, FedEx, or any other carrier that does not utilize a bill of lading or delivery receipt to facilitate pick up and delivery. Shepard Exposition Services will only receive small package shipments for the Atlanta Apparel Exposition at the advance warehouse only. Exhibitors shipping small package shipments direct to the show facility could incur charges outside the control of AAEG or Shepard Exposition Services. We urge you to adhere to this change so you do not incur unnecessary expense, and your materials can be available in your booth space upon your arrival.
3. **Outbound Shipping at the close of the event:** Shepard Exposition Services will no longer provide UPS Package labels for your outbound shipping. Exhibitors wishing to utilize the services of small package carriers should bring their own pre-addressed labels with them to utilize at the close of the show. Regardless of your carrier of choice, a Shepard Exposition Services outbound material handling form must be completed and returned to the Shepard Exposition Services exhibitor service desk when your shipment is packed, labeled and ready to ship. Exhibitors are responsible for contacting their carrier of choice for pick up prior to the published deadline from show site. This also includes having all carrier-required labels properly affixed to your outbound packages. Failure to follow these instructions may result in your carrier not accepting your outbound shipment and incur additional expense depending on the option selected on the Shepard Exposition Services outbound material handling agreement regarding re-route or return to warehouse.

These changes are being implemented in order to provide a higher level of customer service and to extend a cost savings to our customers utilizing the services of Shepard Exposition Services on the Atlanta Apparel Exposition. Should you have any questions regarding these changes, contact Shepard Exposition Services at 404-720-8600 or Shepard Logistics Services at 1-888-568-8858, they will be glad to assist you.