



Shipping and Material Handling

Review this section closely and you'll be on your way to a successful, streamlined install and dismantle experience. If you have questions or need clarification on anything please contact [Amy Brennan](#) or [Mary Simard](#). We are here to help.

How to ship

Warehouse vs. show-site shipping: determine which option will work best for your company. Shipments to the warehouse will be at your booth prior to the start of move-in, waiting for your set-up crew. Depending on how long it takes you to set up your exhibit, it may be more cost effective to ship direct to show site. Shipping direct is less expensive, but is also less convenient and could end up costing you more in the long run if you schedule labor to set and your freight is late in arriving. Be sure to allow for extra time for your shipment to arrive and make sure you bring all the tracking information with you onsite.

If shipping anything via a courier like FedEx or UPS, make sure your billing information is on file with Shepard Exposition Services, as the only way for these packages to reach your booth is for Shepard to deliver them from the dock (material handling charges will apply).

Insurance:

Per your exhibit space contract you are required to carry adequate insurance covering theft, public liability and property damage, and may be asked to provide proof on-site in the form of a certificate of insurance valid from Monday, March 12 through Sunday, March 19. Please refer to article 11 of your exhibit space contract for details. Also, do not forget to properly insure your shipments from the moment it leaves your warehouse to when it returns.

- a. Liability of \$1,000,000 for property damage per occurrence
- b. \$1,000,000 for personal injury per occurrence
- c. Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming EH Publishing, Inc., Shepard Exposition Services, and the Orange County Convention Center as additionally insured for the time period in question
- d. Dates of coverage: Monday, March 12 through Sunday, March 19.

Install and Dismantle Labor

Florida is a right to work state; as such you may set up your own booth as long as permanent, full-time employees of your company are used for the job. Please review the [Union Jurisdictions](#) information carefully.

For companies using an exhibit house to install or dismantle their booths, be sure to send in the form notifying Shepard Exposition Services of your intent to use an



Exhibitor Appointed Contractor (EAC) before the deadline date of February 16, 2012. If this form is not received by the deadline, your exhibit house will only be allowed to supervise and all labor must be ordered through Shepard. If you will be using an EAC (someone other than your own employees or Shepard) for setting up and tearing down your booth, they must comply with show rules and submit their certificate of insurance with the appropriate requirements.

Shipping and Labor FAQ's and helpful tips

Do not ship any freight or packages for delivery to the Orange County Convention Center prior to Monday, March 12 at 8:00 am, as they will not be accepted.

What are the terms 'drayage' and 'material handling'?

These two terms are used interchangeably and refer to the delivery of your freight from point of arrival (loading dock) to your exhibit space and back to the dock at the end of the event. It is a roundtrip charge and includes the removal, storage and return of your empty containers. Shepard is the exclusive material handling contractor for EHX.

Do I have to use Shepard for installation and dismantle of my booth?

Shepard provides labor services and custom booth rental displays at reasonable prices; Shepard can be reached at 404-720-8641. As an alternative you may contract with any union authorized labor company for the installation and dismantle of your booth. However, exhibitors are responsible for providing insurance and information on any Exhibitor Appointed Contractors by February 16, 2012.

What do I do with my empty boxes / crates after my booth has been assembled and when do I get them back?

Empties must be labeled as such, with company booth name and number, using appropriate stickers provided on-site by Shepard. Empties will be collected and stored off-site and are not accessible until the end of the show. Do not mark empties with empty stickers unless you do not need access to them until the end of the show. Since there are over 100 exhibitors at EHX, it may take up to 2 hours for your empties to be delivered to your booth at the end of the show. Please plan accordingly.

When can I expect my freight to be delivered to my booth?

If you are shipping to the Shepard Warehouse (Advance Shipment) and your materials arrive prior to the deadline date of March 7, 2012 you can expect your freight to be at your booth when set-up begins.



If you are shipping freight Direct to Show Site, your freight will be delivered after the carrier checks into the dock and waits their turn to unload, unless special arrangements have been made with Shepard.

How do I arrange for the return shipment of my freight at the end of the show?
All exhibitors must complete a Bill of Lading form in order for their materials to be shipped at the close of the show. These forms will be available at the Shepard Services desk on-site. You must arrange for your shipper to check in with Shepard no later than 10:00 am on Sunday, March 18, 2012.

What time should my carrier check in at the end of the show?
Your carrier must check in with Shepard before they can proceed to a dock for loading out your freight. All carriers must check in before 10am on Sunday, March 18. If your carrier fails to show, Shepard has the authority to route your shipment via an alternate carrier, or return the shipment to a local warehouse for disposition at the customer's expense.

Can I use FedEx or UPS to ship booth materials?
Yes, but keep in mind that you will be charged a delivery fee by Shepard to bring the package to your booth, and it may take some time for the package to reach your booth. If you are sending material that is hand carry able, ship to your hotel and bring it over to the convention center for the show.