

# CARTLOAD SERVICE

**SASE National Conference and Career Fair**

**G196691022**

Georgia World Congress Center | Atlanta, GA

October 6 - 8, 2022



Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

## Cartload Service includes:

Includes:

- **One laborer**
- **One cart**
- **One trip** (per rate listed below)

## Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

## Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday | 6:00AM - 8:00AM and 5:00PM - Midnight. Saturdays and Sundays 6:00AM - Midnight.

**Double Time (DT):** All hours between Midnight and 6AM. Holidays.

**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$137.05	
35152	Booth to Dock ST		\$137.05	
35153	Dock to Booth OT		\$185.58	
35154	Booth to Dock OT		\$185.58	

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 8.50%

**AMOUNT DUE** \$ \_\_\_\_\_

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

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

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

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



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