



- The Expo Group is the exclusive provider of machinery handling services. The rates listed below include unloading your machinery at show site, delivery to the assigned booth, and removal from the booth for reloading onto outbound carriers.
- Machinery rate charges will automatically be applied to your account summary upon receipt of each shipment. It is not necessary to return this form to receive machinery handling services.
- Machinery Handling Rates apply only to individual pieces of machinery sent directly to show site and weighing more than 5,000 lbs. Standard material handling per pound rates will apply to shipments and crated machinery less than 5,001 lbs.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

**MACHINERY HANDLING**

**Rates (Rates below apply per machine and not to the combined weight of all pieces.)**

Machinery Handling: 5,001 - 20,000 lbs. \$0.50 / Pound

**IMPORTANT SHIPPING INFORMATION**

- The rates apply to uncrated machinery with proper lifting bars, points, hooks, or skidded machinery which may be moved on and off the loading dock, vehicle or show floor by a forklift with no special handling required. Forklift lifting points must be clearly marked.
- If it is necessary to un-skid/re-skid the machine before unloading/loading, additional labor and equipment charges will be added to the above listed rates. Please refer to the Lift Equipment and Labor Order Form.
- Certified weight tickets are required. Separate weight for display materials and machinery equipment must be provided. If the weight is not separated and/or materials are not identified properly, standard Material Handling rates will apply.
- The Expo Group reserves the right to determine whether the materials qualify for the machine rate.
- Machinery will be spotted one time after removal from the truck with a 6" clearance, provided the following conditions are met:
  - \* The exhibitor, or their agent must be present at the time of unloading to supervise the spotting.
  - \* The area within the booth is clearly marked to indicate the machine's position.
  - \* No rigging, bolting or unbolting, un-skidding or attaching to other equipment will be performed during the loading and unloading process.
  - \* Vehicles must be checked at least three hours prior to anticipated unloading of machinery.

**MACHINERY SHIPMENTS WILL NOT BE ACCEPTED IN ADVANCE WAREHOUSE AND MUST BE SENT DIRECTLY TO SHOWSITE.**

**Direct To Show Site Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
 The Car Wash Show™ 2024  
 C/O The Expo Group  
 Music City Center  
 700 Korean Veteran's Blvd  
 Nashville, TN 37203



**ONLY REQUIRED IF SHIPPING MACHINERY TO THE SHOW**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Company Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Provide Information for Each Unit**

Description	L x W x H	Weight	Forklift Needed to Unload/Load	*Crane Needed to Unload/Load

\*Additional charges apply for crane use. Quote available upon request.

Will there be any assembly/rigging requirements once machinery is unloaded?  Yes  No

**Please use the space below to describe any special towing equipment required to unload/load your machinery:**

\_\_\_\_\_  
 \_\_\_\_\_

**Indicate total trucks by category being used for transporting your machinery display.**

Van Line	Flat Bed	Company Vehicle	Common Carrier	Other

Please submit a detailed delivery schedule for your machinery arrival to show site including date, time and carrier contact information to [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).

**Date and Time Exhibitor will be on-site to supervise placement of machinery:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Return this form by logging in to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click on "File Uploads". Or, email us at [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).**