

**DISCOUNT DEADLINE:**

Please complete the following information:

We plan to ship to: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (City, state): \_\_\_\_\_

Please provide a contact name and number for any questions EXPO may have in regards to this shipment.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**COMPUTATION OF MATERIAL HANDLING SERVICES**

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

200 pound minimum charge per shipment

<p><b>Advance Shipment</b>      <b>\$1.30 per pound</b></p> <p><b>Advance Shipping Address:</b></p>  <p><b>Deadline Date is:</b>  <b>Shipments received after this date will incur an additional 25% late handling fee.</b></p>	<p><b>Direct Shipment</b>      <b>\$1.35 per pound</b></p> <p><b>Direct Shipping Address:</b></p>  <p><b>Will not be accepted prior to:</b>  <b>Shipments received before this date will incur an additional 25% handling fee.</b></p>
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Advance Shipment Rates Include:  
 Unloading crated material.  
 Storing at EXPO's warehouse for up to 30 days.  
 Unloading materials and delivery to your booth  
 Removing of empty shipping containers from your booth, storing during show, returning at close of show.  
 Reloading materials onto outbound transportation.

Direct Shipment Rates Include:  
 Unloading materials when received and delivery to your booth  
 Removing of empty shipping containers from your booth, storing during show, returning at close of show.  
 Reloading materials onto outbound transportation.

**Small Package Fee (per shipment 1-50 pounds) - \$100.00**

Description	Weight x Per Pound Rate =	Estimated Total Cost
	x per pound =	
	x per pound =	

**200 lb. minimum charge per shipment**

Additional Surcharges based on inbound weight:  
 Warehouse shipment Delivered after the deadline date. Add 25% to above rates.  
 Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.  
 Overtime inbound. Add 25% to above rates.

EXPO Warehouse Hours are  
 Monday through Friday; 8:30am to 3:30pm.  
 Holidays excluded.

**Straight Time Hours**  
 Monday through Friday; 8:00am to 4:30pm

**Overtime Hours**  
 Monday through Friday before 8:00am & after 4:30pm  
 All day Saturday, Sunday & Holidays.

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

Please complete the following and return to EXPO along with the Shipping Instructions form:

Company Name:	Booth #:
Contact Name:	Email:
Authorized Signature:	Phone:
	Print Name:

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Tel: 305.751.1234 Fax: 305.751.1298 OR email to [info@expocci.com](mailto:info@expocci.com)

DISCOUNT DEADLINE:

**SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID**

**(Payment Must be on file when received for Material Handling charges)**

Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.

All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without proper labeling will be returned to our warehouse and held for disposition at an additional charge, Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.


All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration picked up for removal after the exhibition's close.

All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.

Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$100 per crate, box or carton is assessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.

7. Remove all expired shipping labels before shipping to avoid confusion.

8. Collect shipments are not accepted and will be refused upon delivery.



**USE OUR IN HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS  
 MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS**

Email [info@expocci.com](mailto:info@expocci.com) for a preliminary shipping quote, all of the following is needed:

- Company Name, Contact Name/Phone Number, Show Name/Booth #, Pickup Address/Destination Address, City, State, Zip.
- Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, Dimensions, Business Hours
- Is there a Loading Dock, Does Driver have to go in Building and/or Elevator, Residential Area

We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 5-7 business day shipping only.

**SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW**

(You MUST Fill out a BOL at show-site or request a pre-printed BOL)

EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over the materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. overtime move-out, special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading freight may be returned to our warehouse at an additional charge for your carrier to pick-up at a later date.
4. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.

**INSURANCE**

**(This Form Must Be Signed and Returned with the Material Handling Authorization)**

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.

Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.

Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show.

**AUTHORITY TO HANDLE & BILLING INSTRUCTIONS. ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:**

Company Name:	Booth #:	
Address:		
Attention:	Phone:	Fax:
City:	State:	Zip Code:
Authorized by (please print):	Title:	
Signature:	Convention /Tradeshow:	

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

Please return via fax along with payment policy form to 305.751.1298 or email to [info@expocci.com](mailto:info@expocci.com)

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING

**Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### OVERTIME

**Surcharge: 25%**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

### LATE SHIPMENTS

**Surcharge: 25%**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

### UNCRATED SHIPMENTS

**Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show and is based on the weight of the shipment handled.

### OFF-TARGET DELIVERIES

**Surcharge: 25%**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

### PADDED VAN DELIVERIES

**Surcharge: \$8.00/CWT**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

### MARSHALING YARD

**Surcharge: Maximum \$20.00**

Where EXPO Convention Contractors, Inc. as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO may charge a fee per shipment processed through the marshaling yard.

### REWEIGH OF SHIPMENTS

**Surcharge: \$25.00 per forklift load**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

### EMPTY CRATE STORAGE

**Surcharge: \$50.00 per piece**

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges.

### ENVELOPE DELIVERIES

**Surcharge: \$25.00 per envelope**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

### ACCESSIBLE STORAGE

**Surcharge: Based on applicable Labor rate (refer to labor order form)**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

### SPECIAL HANDLING

**Surcharge: BASED ON WEIGHT OF MATERIALS AND LOCATION**

Shipments arriving at the warehouse during Expo show move-in days and/or Exhibitor Move-in Days will be charged a Special Handling Fee. This fee will be based on the shipment received and the Delivery Location. The minimum charge will be \$250.00. Please see the Expo Quick Facts for Delivery Days, Times and Location.

**Return to Warehouse Service Fee After Show after Material Handling and Overtime Charges:**

**Surcharge: \$15.00 per CWT, Minimum \$50.00**

(crated materials only, uncrated materials will not be accepted at warehouse)

### MOBILE SPOTTING FEE

**Surcharge: \$375.00 round trip ST Charge/\$650.00 round trip OT charge**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact EXPO Customer Service department.

**MATERIAL HANDLING Q & A**

**What is material handling (also referred to as drayage)?**

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of "freight"?**

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a "certified weight ticket"?**

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

**What is the difference between material handling and shipping?**

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

**Do I need to order a fork lift to unload or reload my freight?**

No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?**

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

**IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS**

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**CRATED~UNCRATED~SPECIAL HANDLING**

**What are CRATED materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/ reloaded with no special handling required.

**What are UNCRATED materials?**

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

**What is SPECIAL HANDLING?**

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

**IMPORTANT FACTS ABOUT DIRECT SHIPMENTS**

**What are direct shipments?**

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required. Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**MATERIAL HANDLING CHARGES**

**What determines how much I'm charged?**

Charges are based off the weight from your inbound weight ticket included with your shipment.

**How do I calculate material handling charges?**

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 185 lbs. = 185 lbs X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

**LIABILITY INSURANCE**

**What is and why would I need liability insurance?**

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

**MATERIAL HANDLING CHARGES**

**What are specialized carrier shipments?**

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 100 lbs.

**How do I calculate my specialized carrier shipment?**

Charges for specialized carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged? 3 x per carton rate = \$ amount charged (plus any additional fees that may apply).

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore, you may be charged per each delivery, and minimum charges may apply.

**OUTBOUND SHIPMENTS**

You must complete an EXPO Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a EXPO customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).