



The Expo Group is the exclusive provider of material handling services. Material handling includes unloading your exhibit materials, storing up to 2.5 weeks in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth to reload onto outbound carriers. You have two options for shipping your freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive Material Handling services. Material Handling charges will be automatically applied to your account upon receipt of each shipment.

## MATERIAL HANDLING RATES

### Material Handling

\$1.48/ Pound

*The above rate applies to shipments sent to either the advance warehouse or direct to show site*

### Material Handling - After Deadline

\$1.86/ Pound

*The above rate applies to shipments sent to the advance warehouse after **November 6, 2023***

### Material Handling - Shipments 10 lbs and less

Compliments of TEG

*To qualify for the above rate the total shipment weight must be 10 lbs or less, received for the same booth number, from the same shipper/same carrier, on the same day. Shipments arriving to the warehouse after the deadline date do not qualify.*

### Shipments left on the show floor without an MHA will be rerouted at exhibitor's expense:

*A minimum additional charge of one 1/2 hour TEG supervised labor fee will apply for any shipment left on the show floor without a completed Material Handling Agreement submitted to TEG service center and done so before the exhibitor move out deadline.*

## IMPORTANT SHIPPING INFORMATION

### ADVANCE WAREHOUSE SHIPPING ADDRESS:

Exhibiting Company Name / Booth # \_\_\_\_\_  
DEMA 2023  
c/o The Expo Group  
ABF Freight  
400 Shrewsbury Road  
Jefferson, LA 70121

### DIRECT TO SHOW SITE SHIPPING ADDRESS:

Exhibiting Company Name / Booth # \_\_\_\_\_  
DEMA 2023  
c/o The Expo Group  
Ernest N Morial Convention Center, Halls G-J  
900 Convention Center Blvd  
New Orleans, LA 70130

- The Expo Group will accept crated, boxed or skidded materials beginning October 23, 2023 at the ADVANCE WAREHOUSE address. Shipments arriving after November 6, 2023 will be received at the warehouse with an additional after deadline charge.
- The Expo Group will receive shipments at the EXHIBIT FACILITY beginning November 11, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments.