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**THIS REFERS TO ALL  
SHIPMENTS SENT DIRECTLY  
TO THE PENNSYLVANIA  
CONVENTION CENTER.**

**Show-Site  
Shipments**

## 1 Show-Site Shipments

### Show-Site Shipping Address:

PACK EXPO East 2020  
Exhibiting Company Name  
Booth # ( \_\_\_\_\_ )  
Pennsylvania Convention Center - Halls D and E  
c/o PACK EXPO Services  
1101 Arch Street  
Philadelphia, PA 19107

## 2 Benefits

All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date (see Targeted Move-In Schedule).

A special assessment will apply to any inbound shipments, which arrive after 2:00 pm Monday - Friday, all day Saturday and Sunday (inbound only), and on any advance warehouse shipments.

The space rate will include a one-time spot of equipment and display material, provided a representative is in the booth to spot the freight. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

**NOTE: Space rate includes drayage for the Primary Exhibitor's\* display material and equipment only. Any additional product or equipment is subject to additional billing. Please refer to the rates listed in Material Handling Information forms in Section 3 for pricing breakdown.**

\*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

## 3 Overtime

- Freight unloaded on overtime will be charged an additional \$15.00 per cwt. (\$150.00 min.)
- Overtime charges will be in effect if the exhibiting company does not meet the 2:00 pm check-in time on their assigned target date.
- Overtime charges will be in effect for any Saturday or Sunday shipments.
- Overtime charges will apply for inbound shipments only.
- Overtime charges do not apply for outbound shipments.
- Straight Time is 8:00 am to 4:30 pm, Monday through Friday.
- Overtime is before 8:00 am and after 4:30 pm, Monday through Friday.

## 4 Outbound Shipping

- Turn in you material handling form to the service desk when your exhibit is packed, labeled and ready to ship.
- Each item in your booth must be properly labeled.
- **When making shipping arrangements for your exhibit at the close of the show, make sure your carrier knows the company name, booth number, the destination of the shipments, and that the name of carrier is written on the Material Handling Agreement.**
- **A Material Handling Agreement is required for each and every truckload or shipment.**
- **Exhibitors with an Outbound Target Date of Saturday, March 7, 2020, must have their trucks checked-in at the marshalling area by 9:00 am.**
- **PACK EXPO Services is not responsible for waiting time charges.**
- **Exhibitor freight is under your care and responsibility until PACK EXPO Services comes to your booth and picks up your freight to load it onto your carrier's truck(s). If you choose to leave the show floor before this process, you do so at your own risk and expense. Exhibitors will not be compensated for any missing or misloaded freight if you are not there to supervise your freight.**



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March 3-5, 2020  
Pennsylvania Convention Center  
Philadelphia, PA USA

## Show-Site Shipments

### 5 One Time Spotting Requirements

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will:

- Make sure electrical and plumbing is laid and complete.
- Make sure carpet has been laid prior to the spot.
- Mark the floor to show the exact location of each machine prior to its arrival.
- Be present when the machines are being spotted.
- Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.

### 6 Empties

- **Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling, and using PES empty label stickers, which can be obtained at the PES Service Centers.** It is difficult to differentiate your skids from other exhibitors. Labels often tear and can become hard to read.
- Your installation rigging crew removes empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor installation order.
- Your dismantle rigging crews will return your machinery skids and crates to your booth as part of a rigging labor dismantle order.

### 7 Additional Charges

#### **Additional Charges will be incurred:**

- If machine arrives in containers; and if blocking, reblocking, unstuffing, removing tarp or re-tarping is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the standard rates.
- If skids an/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
- If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges based on labor time and equipment will be added to stated rates.
- PES will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
- Certified weight tickets are required. Separate weight tickets for Display Material and Machinery Equipment are required.

### 8 International Shipments

#### **International and Canadian Shipments:**

Neither PES, PMMI nor the Pennsylvania Convention Center, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.