



1 What is Material Handling?

Material handling (drayage) is the process of receiving your materials or equipment, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading them for outbound shipping.

Material Handling charges are calculated per one hundred pounds (100 pounds = 1 cwt).

Each shipment will be rounded up to the next higher cwt (i.e. A 245lb. shipment will be counted as 3 cwts). There is a minimum charge of 10 CWT.

2 Standard Material Handling

- All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipments/trucks check-in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time.
- **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitor must be in the booth in order to take advantage of the one-time spot.**
- Any freight which requires assembly, unskidding, uncrating, unbolting, stacking or special equipment for unloading (including 30,000 pound forklifts and cranes) and anything else which makes your machinery/freight non-show ready is **NOT** eligible for the one-time spot. Additional Rigging and Material Handling charges could apply — See forms in Section 3 for more details.
- All outbound material handling is included in the space rate and no overtime charges will apply.
- Special Assessment fees will only be applied in certain circumstances and they are defined below.

NOTE: Special rate includes material handling for the Primary Exhibitor's display material and equipment only. Any additional product or equipment is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

3 Special Assessment Fees

- A special assessment may apply to any inbound shipment which checks-in after 2:00 pm Monday through Friday, or any off target shipments received Saturday or Sunday. The fee is \$15.00 per hundred weight (cwt) with a \$150.00 minimum.
- A special assessment will apply to all advance warehouse shipments which includes:
 - ⇒ Unloading and storage
 - ⇒ Storage prior to move-in
 - ⇒ Reloading and delivery to show siteThe fee is \$15.00 per cwt with a \$150.00 minimum
- A special assessment will apply to any shipment returning to the warehouse at the conclusion of the show. The fee is \$15.00 per cwt, with a \$150.00 minimum.

4 Insurance

It is understood that PACK EXPO Services is not an insurer. Insurance should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your CAM for further information.

5 Liability

Exhibitor Liability

- PACK EXPO Services has Right of Preference into and out of the building to prevent tie-ups and provide an orderly operation of the show.
- PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.
- Empty container labels will be available at all PACK EXPO Services Desks. Affixing the labels is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:
 - ⇒ Error to above procedures.
 - ⇒ Removal of containers with old empty labels and PACK EXPO Services labels.
 - ⇒ Improper information on empty labels.
 - ⇒ Materials stored in containers with empty labels.
- PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to PACK EXPO Services prior to the close of the Show. No suit or action shall be brought against PACK EXPO Services more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

Shipping to PACK EXPO East 2020

- Shipments delivered or consigned direct to dock or warehouse address are subject to the following: PACK EXPO Services shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond control. Furthermore, PACK EXPO Services' maximum liability is limited to \$0.30 per pound per article, with a maximum of \$50.00 per item or \$1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- Collect shipments will NOT be accepted. Send freight pre-paid.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- **TARGET TIME IS FOR CHECK-IN AT THE MARSHALLING YARD ONLY! Actual unloading can take many hours. PES is not liable for wait time charges for carriers.**

Shipping from PACK EXPO East 2020

- To expedite removal of materials, PACK EXPO Services shall have authority to change designated carriers.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Material Handling Agreement (MHA) to a Service Desk. This prevents shipping out empty crates.
- Acceptance of MHAs by a PACK EXPO Services Desk does not represent acceptance of counts on the MHA. All outgoing freight will be counted by designated carrier at the booth, notifying PACK EXPO Services of any adjustments. PACK EXPO Services is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpoeast.com

You can prepay for your estimated
 Material Handling costs. Any
 unused portion will be refunded.

Material Handling Rates

Discount does not apply to
 additional Material Handling Rates.

Use the following rates to estimate your special assessment fees. Use the grid provided on the bottom of the page to pre-pay for any expected fees. Material handling charges are calculated per one hundred pounds (100 pounds = 1 CWT) (i.e. A 245lb. shipment will be counted as 3 CWTs). There is a minimum charge of 10 CWT.

		Price	Minimum
1 Advance Shipments to Warehouse	All inbound warehouse shipments	\$15.00/ CWT	\$150.00
	Returning to Warehouse - Materials returned to warehouse after the conclusion of the show	\$15.00/ CWT	\$150.00
	Receiving Dates: Monday, January 27, 2020 to Monday, February 24, 2020		
2 Shipments Direct to Show-Site	Overtime - Any shipment arriving past 2:00 pm Monday - Friday or anytime on Saturday or Sunday (OFF TARGET ONLY*)	\$15.00/ CWT	\$150.00
	Returning to Warehouse - Materials returned to warehouse after the conclusion of the show	\$15.00/ CWT	\$150.00
	<i>*Overtime excludes any exhibitors with Saturday or Sunday targeted move-in dates.</i>		
3 Accessible Storage	AVAILABLE AT SHOW SITE ONLY -		
	Based on amount of trailer space used.		
	Labor charges will apply (see Rigging Information and Labor Planning forms for labor rates):		
	<ul style="list-style-type: none"> • Minimum 1 hour - In • 1/2 hour each time product is accessed • Minimum 1 hour - Out 		
	1 Skid (minimum order)	\$ 100.00	N/A
	1/8 Trailer	\$ 200.00	N/A
	1/4 Trailer	\$ 295.00	N/A
	1/2 Trailer	\$ 590.00	N/A
	3/4 Trailer	\$ 885.00	N/A
	Full Trailer	\$1,180.00	N/A
During show days storage will only be accessed before 9:00 am and after 5:00 pm (overtime rates will apply). During move-in and move-out storage may be accessed at any time. You will need to contact your CAM at a Service Center to clarify what delivery dates and times you will need. Typically a minimum of a 1/2 hour will be applied to your account each time you access your stored items.			

CALCULATE YOUR ESTIMATED MATERIAL HANDLING SPECIAL ASSESSMENTS HERE

Number of CWT's (100 lbs. Rounded Up)	Applicable Rate	Amount
_____ X _____	_____	_____ = _____
_____ X _____	_____	_____ = _____
_____ X _____	_____	_____ = _____
Storage Amount	Estimated Labor	Amount
_____ + _____	_____	_____ = _____
_____ + _____	_____	_____ = _____
_____ + _____	_____	_____ = _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____