


**Material
Handling
Tips**
Advance Warehouse

1. There are three basic fees for material handling that are categorized in the following ways:
 - a. Machinery – Machinery is defined as materials or items used to produce a desired good or task. These items can also include metal parts or separate pieces that once joined together to form a completed machine or piece of functioning equipment. These items can not be driven under their own power, or operate independently without a fuel cell or device to guide, steer or maneuver with out the aid of equipment or personnel on site. The special machinery rate only applies to shipments sent direct to show-site that exceed 5,000 lbs. in weight and crated machinery less than 5,001 lbs.
 - b. Freight – Freight is considered your booth properties, product, literature, and samples. This does not include any machinery placed within your booth.
 - c. Mobile handling – A mobile (car) or motorized piece of equipment (tractor, forklift, crane etc.) that requires guidance to their respective booth and can be driven to the booth under its own power.
2. When working on your budget, remember, there is a difference in the rate for Machinery vs. Freight. 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.

Marshalling Yard

1. All carriers and privately-owned vehicles must check in at this location prior to loading or unloading.
2. All shipments must be accompanied by certified weight tickets.
3. Targeted shipments should check in at least two hours prior to appointed time to insure a scheduled move in.

**Suspended
Sign
Tips**

1. All hanging signs will need to be estimated by booth. Estimates will take approximately 5-7 days to return.
2. All rates include materials such as shackles, carabiners, rope, wire etc.
3. If your sign requires assembly/disassembly, you have the option to assemble it yourself or have MCC/TEG assemble it for you. If you do hire assembly labor, the crew will assemble/disassemble at the same time as the install. There is not a separate crew that comes prior.
4. Hanging signs and graphics are permitted in all peninsula, split island and island booths to a maximum height of 20' (4.88m) from the floor to the top of the sign. See the rules and regulations section for more specific details.
5. If you want to send your sign to the advance warehouse to have it over to the facility prior to your targeted time and hung without your supervision, you may do so by using the included suspended sign labels. Please specify this with your suspended sign order form.
6. Some possible problematic areas: If your island booth should fall in the following categories, you might have some hanging sign challenges or potential elevated costs. If you haven't already spoken to your Customer Service Manager, please reach out to them to discuss in more detail.
 - a. First 30' and Back 30'
The booths in the front and back 30' of the hall, could run into issues depending on what you hang. If it's a sign that covers the footprint of the booth, it could require higher costs and take a lot of time to install. If the sign is under 100 pounds we should be able to make it happen.
 - b. In the 30' Grid Corners
Booths in the 30' grid corners by the airwalls of the exhibit hall (such as 501, 701, 801, 1301, 1601, 2401, and 3001) could run into issues depending on what you want to hang. If you only have signs centered in their booth, they all should be fine.
 - c. The 1500/1600 Aisle
All the 1500 and 1600 aisle booths are slightly under the airwall. If they have signs under 100 pounds and centered in their booth it won't be that bad. Anything that does not fall into that category will require truss and motors, boom lifts, and high steel rigging.