



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention Center  
Philadelphia, PA

## Material Handling Information

**Discount Deadline:  
February 12, 2024**

### What Is Material Handling?

**Material handling (drayage) is the process of receiving your materials or equipment either at the advanced warehouse before the show or at show site. The service includes delivering 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 on your outbound carrier for outbound shipping.**

All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipment/trucks check-in at the PACK EXPO Services (PES) Marshalling Yard by 2:00 PM on your assigned targeted move-in date. **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. Exhibitors 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 lb. forklifts and cranes) and anything else which makes your machinery or freight non-show ready is NOT eligible for the one-time spot. Additional rigging and material handling charges could apply. All outbound material handling is included in the space rate.

**NOTE:** Space rate includes material handling for the Primary Exhibitor's display material and equipment only. Additional product or equipment not from the Primary Exhibitor is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

### Benefits of Advance Warehouse

- Advance tracking of your show freight
- Shipments are planned to be delivered by 10:00 am on your assigned target date
- Inspection of your show freight at the warehouse, if necessary
- Exhibitors will be notified when their freight arrives at the warehouse
- Guaranteed advance rate on hanging signs if qualifications are met (see hanging sign form)

### Advance Warehouse Cost

**THE COST FOR ADVANCE WAREHOUSE SHIPPING IS \$0.25 per pound (\$250.00 MINIMUM)**

This Rate Includes:

- Unloading and storage
- Reloading and delivery to show site

Shipping back to the warehouse at the close of the show will incur an additional **\$0.30 per pound charge with a \$300.00 minimum. All shipments arriving after March 6, 2024 will be charged a late fee of \$0.50 per pound with a \$500.00 minimum.**

### Advance Warehouse Guidelines

- Advance shipments should not arrive before Monday, February 12, 2024
- Dimensions of the freight should not exceed 98 inches high x 100 inches wide
- The single heaviest piece should not exceed 10,000lbs.
- Warehouse Dock Door size: 9' wide x 10' high
- The warehouse will receive shipments Monday through Friday during the hours of 8:00 am to 2:00 pm, Eastern Time
- All advance shipments must arrive at the warehouse by Wednesday, March 6, 2024. After this date the shipments will be directed to the Pennsylvania Convention Center.
- Only crated, boxed or skidded shipments will be received at the warehouse. NO LOOSE OR UNCRATED SHIPMENTS.
- No bulk or loose carpet shipments will be accepted
- All carpet must be skidded and separated by Booth Number
- **Collect shipments will NOT be accepted. Send freight pre-paid.**
- **PES is not responsible for any wait time charges from exhibitor's transportation providers.**



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 & Move-In/Out  
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Advance  
 Warehouse  
 Address

PACK EXPO East 2024  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o Marano Trucking and PACK EXPO Services  
 9820 Bluegrass Road  
 Philadelphia, PA 19114

Direct to  
 Show Site  
 Shipments

**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. Do not schedule your labor at your target time.**

Special Assessment fees may be applied to any inbound shipment which checks-in to the marshalling yard after 2:00 pm Monday through Friday, or any off target shipments on Saturday or Sunday. **Shipments received after their target move-in day will be unloaded AFTER targets for that day.**

Collect shipments will NOT be accepted. Send freight pre-paid.

Outbound  
 Shipments

Exhibitors are responsible for arranging all outgoing shipments.

Make sure materials are properly crated and labeled before turning in a Material Handling Agreement (MHA) to the PES Service Desk FOR YOUR HALL/BOOTH. 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.**

**Carrier name must match carrier on MHA or driver will not be dispatched.**

**In the event your selected carrier fails to show up by the outbound driver check-in deadline, all materials do not fit on designated truck, or for any reason, exhibitor freight remains in the hall, your freight will be rerouted via PACK EXPO Services' choice at exhibitor's expense. PES is not responsible for any damages or shortages.**

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.

Insurance

It is understood that PACK EXPO Services is not an insurer. Insurance has to 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 Customer Service Manager for further information.

Personally  
 Operated  
 Vehicles  
 (POVs)

During move-in and move-out, Personally Operated Vehicles (POVs) may skip the Marshalling Yard and check-in directly at the Pennsylvania Convention Center docks. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.

**Personally Operated Vehicles (POVs)**



Sedan



Van



Sports Utility Vehicle



Pickup



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## Exhibitor Liability

PACK EXPO Services (PES) 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 Service Desks. Affixing the labels to empty containers 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.

See full PES Terms and Conditions for details