



# Material Handling Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

**\*\*\*Rates are for straight time only\*\*\***

Description	Rate per cwt	Minimum
<b>200 lb minimum charge</b>		
Advance to Warehouse: Crated/Skidded	\$ 57.00	\$ 114.00
Direct to Show site: Crated/Skidded	\$ 58.00	\$ 116.00
Advance to Warehouse: Special Handling	\$ 70.00	\$ 140.00
Direct to Show site: Special Handling	\$ 70.00	\$ 140.00
Direct to Show site: Uncrated, Un-skidded, or Wrapped	\$ 87.00	\$ 174.00
Direct/Advance: Carpet and/or Padding: Special Handling	\$ 113.25	\$ 226.50
Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and freight received at Show site after show opening— <b>add to above rates.</b>	<i>Warehouse:</i> \$ 16.00	\$ 32.00
	<i>Show Site:</i> \$ 16.00	\$ 32.00
<b>If moved in or out on overtime—add to above rates</b> (Straight Time rate applies 8am-4:30pm, M-F)	\$ 13.00	\$ 26.00
<b>Small Package Fee:</b> applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	\$36.00 for 1st pkg / \$14.00 ea	
<b>Additional Services (order at show site)</b>		
Shrink Wrap	\$ 75.00 per skid	
Metal Banding	\$ 75.00 per skid	



Find more on Bredeallied.com

## Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight cwt	Rate per cwt	Estimated Cost 200 lb minimum
					X	=
					X	=
					X	=
					7.5% Sales Tax	\$
					TOTAL	\$

Show site Contact \_\_\_\_\_ Show site Phone \_\_\_\_\_

Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_

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# Cartload Service



## Personally Owned/Operated Vehicle (POV)

(Not needing dock slip)

**If Cartload Service is utilized during overtime hours, please add 25% for overtime.**

Cartload service is available at the Greater Columbus Convention Center for cars, pick-up trucks, SUVs and Minivans ONLY. All other vehicles would be handled at material handling rates.

For a nominal fee of \$65.00 (plus 7.5% sales tax) per 30 minutes - one way; workers equipped with a flat cart will assist POV's unload/load.

### **Cartload Service is available during move-in:**

Tuesday, September 11, 2017 8:00 AM — 5:00 PM  
Wednesday, September 12, 2017 8:00 AM — 5:00 PM

### **Cartload Service is available during move-out:**

Sunday, September 16, 2017 5:00 PM — 10:00 PM  
Monday, September 17, 2017 8:00 AM — 5:00 PM

The amount of time a car, pick-up truck, SUV or Minivan is in the loading area and/or freight receiving area will be monitored to ensure compliance with the Greater Columbus Convention Center. Any vehicle left unattended at any time in the loading areas will be towed at the owner's expense. Cartload service is intended to facilitate move-in/move-out for those Exhibitors requiring minimal assistance. Payment will be requested on-site at the exhibitor service center.



Find more on [Bredeallied.com](http://Bredeallied.com)

## Material Handling Definition, Policies & Guidelines

- \* Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
- \* Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- \* Remove all outdated shipping labels prior to shipment.
- \* Please forward copies of all bills of lading to Brede/Allied. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these. Copies of the bills of lading should also be given to your representative attending the show.
- \* Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
- \* All outbound shipments must be tendered with a Brede/Allied bill of lading.
- \* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- \* Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied.
- \* Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- \* Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- \* Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of \$50.00 per crate, case, box, or carton will be assessed.
- \* The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_  
 Type of Carrier    \_\_\_ Air            \_\_\_ Motor Freight            \_\_\_ Van Lines

EVENT OR SHOW    AIMEXPO 2017    HALL OR HOTEL    GREATER COLUMBUS CONVENTION CENTER  
 COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_  
 AUTHORIZED BY (please print or type) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_



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# Helpful Hints



## Shipping to the Show

- \* When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
- \* Clearly mark your company name, booth number and AIMExpo 2017 on your labels.
- \* Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- \* Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

## How to Store Empty Containers

- \* Pick up "Empty Labels" at the Exhibitor Service Desk.
- \* Place a label on each container with your company name & booth number on each label.
- \* Labeled containers will be picked up periodically and stored during the show.
- \* Once containers are placed in empty storage there will be no access to those containers.
- \* At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.



## Shipping Out Procedures at the Close of the Show

- \* Pick up your Bill of Lading at the Exhibitor Service Desk.
- \* You must complete a Bill of Lading for each individual shipment.
- \* All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
- \* Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
- \* When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.



## Request for Preprinted Bill of Lading & Shipping Labels

If your order is received by September 20, 2017 your Bill of Lading and Shipping Labels will be delivered to your booth the day of show closing. After September 20, 2017 this service will not be available.

### Ship to:

Consigned to (Ship to) \_\_\_\_\_

Attention \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Method

Air (select)	____Motor Freight	____Van Lines	____POV
____Next Day			
____2 <sup>nd</sup> Day			
____Deferred			

Carrier \_\_\_\_\_

### Freight charges guaranteed by:

Company/Exhibitor Name \_\_\_\_\_

Attention \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Number of Shipping Labels: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_

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# Special Handling

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad shipments only or stacked shipments. Also included are shipment integrity, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to exhibitors.

## **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (i.e. Federal Express, UPS, DHL, etc) without individual bills of lading. These shipments require additional labor, time and equipment to process.

## **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling if additional labor, time or equipment is required to unload.

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those packed in any type of shipping container that can be unloaded at the dock with no additional handling (including crates, fiber cases, cartons and properly packed skids). Uncrated shipments are material that is shipped loose, pad wrapped, unskidded, or skidded without proper lifting bars and hooks.





# Limits of Liability

**YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The Terms and Conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said Terms and Conditions will be construed when any of the following conditions are met:

**THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.**

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.
- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied, its subcontractors or their employees.
- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for *empty storage only*, and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.



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