

# 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.

# Shipping Information



Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
<p><b><u>Advance Warehouse:</u></b>  <b>Must arrive no later than Thursday, September 7, 2017 to obtain advance pricing.</b></p>	<p>Company Name &amp; Booth #                      AIMExpo 2017                      Brede/Allied                      @ Excel                      3910 Groves Rd, Ste A                      Columbus, OH 43215</p>
<p><b><u>Direct - Show Site:</u></b>  <b>Must not arrive prior to Monday, September 18, 2017.</b></p>	<p>Company Name &amp; Booth #                      AIMExpo 2017                      Brede/Allied                      @ Greater Columbus Convention Center                      400 High Street                      Columbus, OH 43215</p>



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

*For rates see the Material Handling Order Form.*

**ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE** - crates, cartons, fiber cases only:

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier.

**DIRECT SHIPMENTS TO EXHIBIT SITE:**

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

## Shipping Information (continued)

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only**. It may take up to 5 hours to return empty crates to your booth once the show ends.

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





**EXHIBITION MATERIAL**

**FOR DIRECT SHIPMENT ONLY**  
**MUST NOT ARRIVE PRIOR TO SEPTEMBER 18, 2017**

COMPANY NAME: \_\_\_\_\_ Booth # \_\_\_\_\_

**AIMEXPO 2017**  
BREDE/ALLIED  
@ GREATER COLUMBUS CONVENTION CENTER  
400 HIGH STREET  
COLUMBUS, OH 43215

NUMBER OF PIECES: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_

**Brede** EXPOSITION SERVICES  
Allied Convention Service, Inc.  
www.bredeallied.com

2502 Lake Orange Drive  
Orlando, FL 32837  
Ph: 407.851.0261  
Fax: 407.859.3904  
info@bredeallied.com



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*Important note: Hazardous materials will not be accepted at the show site.*



## 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# \_\_\_\_\_

*aimexpo*



Find more on Bredeallied.com