



TARGETED EXHIBITOR MOVE IN

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



TARGETED EXHIBITOR MOVE IN

In an effort to assist you with your equipment deliveries direct to the convention center, in a more time sensitive manner, we will be targeting exhibitors of booths 400 square feet and larger.

“What is a target time?” A specific time to arrive in the marshaling yard to get assigned to a dock to be unloaded. **Be sure your driver has weight tickets for all the equipment to be unloaded!! Trucks and or vehicles without weight tickets will not be unloaded!!**

“What does that mean?” If your equipment is being delivered directly to the convention center, you will be given a target time to be at the marshaling yard for check in. You will arrive at the marshaling yard, check in and be given a dock assignment to be unloaded. No more waiting on a first come first serve basis. You can have your equipment arrive at a specific time and unloaded shortly thereafter. **No waiting charges from your trucking firm if they arrive on schedule!**

“What if I miss my targeted time?” We will do our best to get you in ASAP, however, we will keep to our scheduled assignments.

“How do I get my target time?” You will be contacted by Erica, an EXPO representative to schedule your unloading time. When we call we will make arrangements to get you unloaded in a timely manner. Erica is in Exhibitor Services, 305-751-1234.

“What if I ship in advance to the warehouse?” Then your equipment will be waiting for you in your exhibit space when you arrive at the convention center.



FREIGHT SERVICE QUESTIONNAIRE



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ALL GOA EXHIBITORS MUST RETURN THIS FORM BY FEBRUARY 11, 2014

- 1. Estimate total number of pieces being shipped: Crated Uncrated Machinery
2. Are you shipping to EXPO Convention Contractors advanced warehouse? or direct to show site? Estimate total weight of shipments:
3. Point of origin: Estimated shipping date:
4. Indicate carrier: Van Line Common Carrier Flatbed Company truck Overseas Container Air carrier UPS FedEx

If you are shipping FedEx or UPS direct to show site please make sure the labels are addressed to:

GOA 2014 - Company Name & Booth #
c/o EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139

WE CANNOT BE RESPONSIBLE FOR SHIPMENTS NOT ADDRESSED TO EXPO CONVENTION CONTRACTORS, INC.

- 5. What date & estimated time are you scheduling your shipment/s to arrive?
6. What is the weight of the single heaviest piece in your shipment?
7. List carrier contact person and telephone number: phone:
8. If using a customs broker, give name: phone:
9. Print the name of the person in charge of your move in: phone:
Print your company contact name: phone:
10. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.

Company Name Booth

Contact Name Phone

Email Fax

Fax to EXPO at 305-751-1298 or email to info@expocci.com



INBOUND FREIGHT
PROCEDURES

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INBOUND FREIGHT PROCEDURES To Avoid Additional Cost (Special Handling fees)

***ALL FREIGHT MUST BE ACCOMPANIED BY A
CERTIFIED SCALE TICKET***

***All Drivers must provide the following information on their
Bills of Lading:***

1. Booth Number
2. Exhibitor's Name
3. Shipper's Name
4. Piece Summary
5. Net, Gross and Tare Weight

***Piece summaries must be broken into the following
categories:***

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
FREIGHT CLERK CAN ACCEPT THEM.**

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION,
PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.**



MATERIAL HANDLING INFORMATION



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MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handed off or onto a truck using a conventional forklift or pallet jack equipment without re-handling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the re-handling of materials.

OVERTIME

Surcharge: 25%

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond EXPO's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the EXPO Service Desk AND the driver has checked in.

LATE SHIPMENTS

Surcharge: 25%

A surcharge will apply to shipments not arriving within the published dates (refer to EXPO Quick Facts page for dates) for advance warehouse or arriving on show site.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 25% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 25%

A surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD

Surcharge: Maximum \$20.00

Where EXPO Convention Contractors, Inc. as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, EXPO may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$35.00 per piece

A charge per crate, carton or skid applies when EXPO handles the storage and return of empties from a shipment not received by EXPO and therefore not subject to material handling charges. Empty crates/cartons are stored in trailers during the show. They are returned in random order after the show closes and the aisle carpet has been picked up.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form)

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There is a one hour labor rate charge for each time the accessible storage is accessed. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Surcharge: Minimum one-hour labor fee for each trip

Labor - Straight time \$60.00 per hour, Monday through Friday 8:00am to 4:30pm.
Overtime is \$90.00 per man hour, Monday through Friday before 8:00am, after 4:30pm, all day Saturday and Sunday.

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee

Surcharge: \$15.00 per CWT, Minimum \$50.00

(crated materials only, uncrated materials will not be accepted at warehouse)

Receive & place in storage

Surcharge: \$6.00 per CWT

Storage per month

Surcharge: \$8.00 per CWT, Minimum \$25.00

Remove from storage & load out

Surcharge: \$4.00 per CWT

MOBILE SPOTTING FEE

Surcharge: \$125.00 round trip

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if EXPO determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by EXPO personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact EXPO Exhibitor Sales & Services Department.



MATERIAL HANDLING Q & A



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MATERIAL HANDLING Q & A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

EXPO will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday thru Friday, 8:00am - 3:30pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.) Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100lbs. For example: 285lbs. = 300lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization form.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. *Material handling* begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials. It is included in the material handling/drayage fee.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100lbs.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or un-skidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

OUTBOUND SHIPMENTS

You must complete an EXPO Bill of Lading (BOL) for all outbound shipments. Please come to the Expo Service Desk the last day of the show to settle your account and pick up a BOL.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to the Exhibitor Service Desk. If you have questions on how to complete your bill of lading, please ask an EXPO exhibitor service representative located at the exhibitor service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, EXPO will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your BOL).

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From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



ADVANCE WAREHOUSE

**TO: EXPO Convention Contractors, Inc.
15959 NW 15th Avenue
Miami, Florida 33169-5607**



For:
Graphics of the Americas

First Day freight can arrive w/o a surcharge:
January 24, 2014

Delivery Hours: M-F 8:30am-3:00pm

Last day freight can arrive w/o a surcharge:
February 18, 2014

**R
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From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



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DIRECT SHIPMENT

**TO: EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
1901 Convention Center Drive
Miami Beach, Florida 33139**



For:

Graphics of the Americas

Must arrive on February 24th, 25th or 26th ONLY

R
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From:

Company Name: _____

Booth #: _____

Contact Name: _____

Contact Phone #: _____



DIRECT SHIPMENT

**TO: EXPO Convention Contractors, Inc.
c/o Miami Beach Convention Center
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Miami Beach, Florida 33139**



For:

Graphics of the Americas

Must arrive on February 24th, 25th or 26th ONLY