



**MATERIAL HANDLING  
AUTHORIZATION**



**ADVANCE SHIPMENT DEADLINE:  
FEBRUARY 18, 2014**

**DIRECT SHIPMENT DATE:  
FEBRUARY 24, 2014**

Please complete the following information:

We plan to ship to: \_\_\_\_\_ Advance Warehouse \_\_\_\_\_ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (City, state): \_\_\_\_\_

Please provide a contact name and number for any questions EXPO may have in

Regards to this shipment.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

200lbs. Minimum per shipment

**Advance Shipment                      Straight Time Rate**

Up to - 4,999 lbs. ....\$52.75 per CWT  
 5,000 lbs. - 9,999 lbs. ....\$51.75 per CWT  
 10,000 lbs. - 14,999 lbs. ....\$49.75 per CWT  
 15,000 lbs. - 20,000 lbs. ....\$48.75 per CWT  
 Minimum weight is 200 lbs. ....\$105.50

**Advance Address is  
 Expo Convention Contractors, Inc.  
 15959 NW 15th Avenue  
 Miami, Florida 33169-5607**

**Deadline Date is February 18, 2014 shipments received  
 after this date will incur an additional 25% late handling  
 fee.**

Advance Shipment Rates Include:  
 Unloading crated material.  
 Storing at EXPO's warehouse for up to 30 days.  
 Unloading materials and delivery to your booth  
 Removing of empty shipping containers from your booth, storing during show,  
 returning at close of show.  
 Reloading materials onto outbound transportation.

Additional Surcharges based on inbound weight.  
 Warehouse shipment Delivered after the deadline date. Add 25% to above rates.  
 Show Site Shipment Delivered Off Target. Add 25% to above rates.  
 Overtime. Add 25% to above rates.

EXPO Warehouse Hours are  
 Monday through Friday; 8:30am to 3:00pm.  
 Holidays excluded.

**Direct Shipment                      Straight Time Rate**

Up to - 4,999 lbs. ....\$52.75 per CWT  
 5,000 lbs. - 9,999 lbs. ....\$51.75 per CWT  
 10,000 lbs. - 14,999 lbs. ....\$49.75 per CWT  
 15,000 lbs. - 20,000 lbs. ....\$48.75 per CWT  
 Minimum weight is 200 lbs. ....\$105.50

**Direct Address is  
 Expo Convention Contractors, Inc.  
 c/o Miami Beach Convention Center  
 1901 Convention Center Drive  
 Miami Beach, Florida 33139**

**Will not be accepted prior to February 24, 2014.**

Direct Shipment Rates Include:  
 Unloading materials when received and delivery to your booth  
 Removing of empty shipping containers from your booth, storing during show,  
 returning at close of show.  
 Reloading materials onto outbound transportation.

**Straight Time Hours**  
 Monday through Friday; 8:00am to 4:30pm

**Overtime Hours**  
 Monday through Friday before 8:00am & after 4:30pm  
 All day Saturday, Sunday & Holidays

CWT = 100 lbs.

For Credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at Showsite and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or Reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to Charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO is **not responsible** for any damage or loss of your freight. Please secure round trip insurance coverage from your company insurance carrier.

If you have any questions about material handling, please contact EXPO Convention Contractors, Inc. Exhibitor Service department.

Please complete the following and return to EXPO along with the Shipping Instructions form:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to EXPO.  
 Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Please return via fax along with the payment policy form to 305.751.1298 or email to info@expocci.com



**CONVENTION CONTRACTORS INC.**  
 15959 NW 15<sup>th</sup> Avenue, Miami, FL 33169-5607  
 Customer Service Phone: (305) 751-1234  
 Customer Service Fax: (305) 751-1298

**SHIPPING  
INSTRUCTIONS**

**DISCOUNT DEADLINE:  
FEBRUARY 11, 2014**



**SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION /TRADESHOW**

Consign to (Ship To): \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Type of Carrier: Motor Freight \_\_\_\_\_ Air \_\_\_\_\_ Van Line \_\_\_\_\_  
 Name of Carrier: \_\_\_\_\_  
 If pre-paid bill to: \_\_\_\_\_  
 City, State and Zip: \_\_\_\_\_

**SHIPPING INSTRUCTIONS PRIOR TO SHOW - ALL SHIPMENTS MUST ARRIVE PRE-PAID**

- Shipments must be consigned to EXPO Convention Contractors, Inc. The hotel and/or convention site do not have the facilities to receive such shipments and they may be refused.
- All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without return instructions will be returned to our warehouse and held for disposition at an additional charge, Expo is not responsible for condition, count or content until such time exhibits or materials are picked up for removal after the exhibition's close.
- All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration.
- Exhibitor routing on outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo Convention Contractors, Inc. will reroute said shipments.
- All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
- Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$35.00 per crate, box or carton is assessed for any shipment not handled by Expo Convention Contractors, Inc., when Expo is required to handle storage of empty containers.
- Remove all expired shipping labels before shipping to avoid confusion.
- Collect shipments are not accepted unless written authorization is furnished by shipper. There is a 25% surcharge (\$15.00 minimum) based on the amount advanced by Expo Convention Contractors, Inc.

**EXPO CONVENTION CONTRACTORS, INC. WILL REROUTE ALL OUTBOUND SHIPMENTS UNLESS SPECIAL ARRANGEMENTS ARE MADE.**

**INSURANCE**

Expo Convention Contractors, Inc. is not responsible for the count or content of material after it has been placed in the exhibit areas.

Exhibitor agrees to hold harmless Expo Convention Contractors, Inc. from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material.

Please make certain all materials are properly insured against "ALL RISK" while in transit to and from point of origin, to and from booth and for the exhibition's duration.

**AUTHORITY TO HANDLE & BILLING INSTRUCTIONS  
ACCEPTANCE OF ALL ITEMS AND CONDITIONS HEREIN STATED:**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Attention: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized by (please print): \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Convention /Tradeshow: \_\_\_\_\_

To insure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer and RETURNED PROMPTLY TO:

**EXPO CONVENTION CONTRACTORS, INC. 15959 NW 15th Avenue, MIAMI, FLORIDA 33169-5607 TEL: 305-751-1234 FAX: 305-751-1298**