



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

MACHINERY/DRAYAGE
 "OPT IN"



DISCOUNT DEADLINE:
FEBRUARY 11, 2014

Machinery / Drayage "Opt In"

EXPO Convention Contractors, Inc. is offering the per square foot drayage option rate.

You will have an option to be billed at \$7.00 per square foot of your exhibit space for all your freight charges. For example, a 10' x 10' space is 100 square feet. A charge of \$700.00 will be billed for all the freight received, delivered, crates stored and reloaded for this space. This includes spotting one time after removal from truck directly to space. These rates are based on **straight time only**. If shipments move in and/or out on overtime EXPO will charge a 25% charge per way. Should you decided to "**Opt In**" and utilize the \$7.00 per square foot pricing, this form must be received along with payment to EXPO by the **February 11, 2014** deadline. **NO EXCEPTIONS**. Please note that once you have opted IN, you **cannot switch back** to the Drayage/machinery pricing.

We have chosen to "OPT IN" to the \$7.00 per square foot inclusive freight rate. I understand by doing so, I may not change back to the drayage/machinery rate and will be invoiced for freight by the \$7.00 per square foot rate. I understand this form plus payment must be received prior to the February 11, 2014 deadline date to receive this option. NO EXCEPTIONS.

Signature: _____ Print Name: _____

Date: _____ Booth Size: _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com



FREIGHT SERVICE QUESTIONNAIRE



DISCOUNT DEADLINE: FEBRUARY 11, 2014

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



**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



DIRECT MACHINERY

**DISCOUNT DEADLINE:
FEBRUARY 11, 2014**



DIRECT MACHINERY SHIPMENTS RECEIVED AT THE CONVENTION CENTER

Machinery is defined as any mechanical or electrical device that transmits or modifies energy to perform or assist in the performance of tasks. It normally requires an input as a trigger, transmits the modified energy to an output, which performs the desired task. Machinery is not displays, display walls, systems nor signage. Literature and ad specialties are not considered machinery as outlined in the machinery handling rates herein.

MACHINERY MOVE IN - ACCORDING TO SCHEDULED TARGET TIME.

***Please call to schedule Target Machinery move-in time.**

Machinery arriving at the dock will be spotted one time after removal from the truck. For the fees listed below, the following conditions must be strictly adhered to:

- The exhibitor, or his representative, is there to supervise spotting.
- The area within the booth is clearly marked to indicate the machine's position.
- No rigging, bolting, unskidding or attaching to other equipment must be done.
- Shipments arrive between 8:00am - 3:00pm. Shipments not checked in by 3:00pm could incur overtime charges if unloaded after 4:30pm.

EXHIBIT HALL - DIRECT SHIPMENTS

Rates include unloading at the Miami Beach Convention Center loading dock, delivery to booth, removal and storage of empty containers and skids, and reload on designated carrier at close of show. Rates below are for machinery only and are based on cumulative machinery weight.

** Does NOT include In-Booth Forklift work.

Forklift Service: Must be ordered at additional costs if a machine needs to be repositioned, assembled, unskidded or you require crate removal.

Van Lines: All shipments must be accompanied by a Certified Weight Ticket. Shipments will not be unloaded without a Certified Weight Ticket.

Special Handling: Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment. Carriers that do not have freight bills to cover their deliveries are required to have **CERTIFIED WEIGHT TICKETS**.

Weight	Price per CWT		# OF LBS. Round up to next 100 lbs.		Straight Time Charges
201 - 10,000 lbs.	\$30.00 per CWT	X	_____	=	\$ _____
10,001 - 20,000 lbs.	\$26.00 per CWT	X	_____	=	\$ _____
20,001 - 30,000 lbs.	\$24.50 per CWT	X	_____	=	\$ _____
30,001 - 40,000 lbs.	\$23.50 per CWT	X	_____	=	\$ _____
40,001 - Over	\$22.25 per CWT	X	_____	=	\$ _____

Rates are straight time only.

If shipment moves in and/or out on over time add 25% per way.

Machinery/Drayage "OPT"ion - Machinery square foot rate will be \$7.00 per sq. ft. - on all freight.

NOTE: ALL SHIPMENTS ARE SUBJECT TO OFF-TARGET SURCHARGES.

A 25% surcharge will apply to any shipment not meeting the scheduled target day & time.

- Rates quoted above will be billed on round trip basis.
- All shipments must have certified weight ticket.

Shrink Wrap and Metal Banding can be ordered at show site at \$75.00 per skid each.

Weight ÷ 100 = CWT	CWT x Price per CWT =	Estimated Total Cost
_____ ÷ 100 = _____	_____ X \$ _____	\$ _____

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

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MOVE IT YOURSELF

DISCOUNT DEADLINE:
FEBRUARY 11, 2014



Move It Yourself Option the **FREE** way to move-in and move-out your freight!

Exhibitors have two Options to move-in and move-out their own freight

The term **Move It Yourself** is defined as a freight shipment that can be brought into the exhibit area by company personnel, in a truck or vehicle that does not exceed 18 feet in length. A **Move It Yourself** vehicle does not mean a large truck or a 48-foot tractor-trailer. There is a limit of 1,000 lbs. on any one (1) piece and must not require mechanical means to be moved, i.e. forklifts and pallet jacks are not permitted; heavy freight and machines must be on wheels.

Because of limited dock space at the Convention Center and Union Regulations, the rules and regulations of the material handling operation will be strictly enforced.

Procedures for Move It Yourself - Option 1 - Hand Carry Freight

Park in designated locations in front of the convention center. Hand carried or materials on two wheels will be permitted through the lobbies on protected mats into the convention center. This will be your least congested option. Absolutely NO four-wheel carts will be allowed with Option 1. No permit required with this option.

Procedures for Move-It Yourself - Option 2 - Freight Move-In / Move-Out

This option requires a minimum of two company personnel. Exhibitors MUST have a **Move It Yourself** Loading Permit to unload and load in the designated areas on the loading dock ramps, not actual loading docks. Check in at your designated loading dock area of the convention center, at your assigned date & time.

Option 2 allows the use of four-wheel dollies; however, the use of mechanical means is prohibited (i.e.: forklift & pallet jacks). If mechanical means are necessary, a representative from EXPO will be on hand to assist. Any expenses incurred will be the sole responsibility of the exhibitor. Labor rates are \$82.00 an hour straight time / \$123.00 an hour overtime.

Exhibitors must provide their own four-wheel dolly to move their materials. They are not provided by Expo Convention Contractors, Inc.

Exhibit personnel must stay with the shipment and there must be one person to stay with the vehicle. As soon as the shipment is unloaded, one person must be available to remove the vehicle from the loading area. A security guard will be posted at exhibit hall access areas. They will verify your exhibit location. Exhibitors are required to have badges to gain access.

Any unattended vehicle will be towed at the owner's expense! EXPO Convention Contractors, Inc shall be responsible for all matters in the dock area. This shall include, but not be confined to such items as assignment of dock space and assignment of labor for loading and unloading of all materials and equipment requiring pallet jacks or forklift services.

Safety is of the utmost importance and EXPO reserves the right to refuse space to anyone who may create a safety hazard or unsafe situation.