


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

**(Payment Must be on file when received for Material Handling charges)**

1. Expo Convention Contractors, Inc. MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file this may delay the delivery of your materials to your booth and setup.
2. 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 will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics/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.
4. 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 picked up for removal after the exhibition's close.
5. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
6. Expo Convention Contractors, Inc., as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 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.
7. Remove all expired shipping labels before shipping to avoid confusion.
8. Collect shipments are not accepted and will be refused upon delivery.



**USE OUR IN HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS**

**MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS**

Email [info@expocci.com](mailto:info@expocci.com) for a preliminary shipping quote, all of the following is needed:

- Company Name, Contact Name/Phone Number, Show Name/Booth #, Pickup Address/Destination Address, City, State, Zip.
- Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, Dimensions, Business Hours
- Is there a Loading Dock, Does Driver have to go in Building and/or Elevator, Residential Area

We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursday. Our service is ground 5-7 business day shipping only.

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

(You MUST Fill out a BOL at show-site or request a pre-printed BOL)

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

1. You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over the materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. overtime move-out, special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading freight may be returned to our warehouse at an additional charge for your carrier to pick-up at a later date.
4. Exhibitor routing of 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.

**INSURANCE**

**(This Form Must Be Signed and Returned with the Material Handling Authorization)**

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" from the time your materials leave your facility until they are returned back to your facility after the show.

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

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

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

Please return via fax along with payment policy form to 305.751.1298 or email to [info@expocci.com](mailto:info@expocci.com)