



**SHIPPING ADDRESSES**

**Las Vegas Convention Center**

**Advance Shipments to Warehouse**

To: (Exhibiting Company and booth number)

For: **Las Vegas Souvenir**

c/o UPS Freight c/o Sunset Transportation  
4120 W. Windmill Lane, Ste 103  
Las Vegas, NV 89139

Advance shipments are accepted from  
8/07/15 through 9/11/15.

*free 500lbs of free drayage per 10x10  
booth when shipped to advanced  
warehouse*

**Direct Shipments to Show Site**

To: (Exhibiting Company and booth number)

For: **Las Vegas Souvenir**

Xpert Exposition Services  
Las Vegas Convention Center  
3150 Paradise, Rd  
Las Vegas, NV 89109

First day direct shipments will be accepted  
is 9/13/15 (Fedex and UPS only) and  
9/14/15 (POV's and Common Carriers).  
Any shipment arriving prior to 9/13/15 may not be  
accepted and is subject to additional handling fees.

*Drayage rates apply to all  
showsites shipments*

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Las Vegas Souvenir**

To: c/o UPS Freight c/o Sunset Transportation  
4120 W. Windmill Lane, Ste 103  
Las Vegas, NV 89139

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Las Vegas Souvenir**

To: c/o UPS Freight c/o Sunset Transportation  
4120 W. Windmill Lane, Ste 103  
Las Vegas, NV 89139

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

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**A RUSH EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



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Las Vegas Souvenir

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**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
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**DIRECT  
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Las Vegas, NV 89109

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**DIRECT  
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Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

EFS knows tradeshow shipping and our 21st century approach allows you to tailor a shipping plan that meets your specific needs. We can help you to, between and from any shows, **ANYTIME AND ANYWHERE.**

#### **TO SHOWS:**

- Full coverage of North America = pickups anywhere
- Special needs? Liftgate? Residential pick-up? Need an appointment? Just ask
- In-transit tracking = assurance of on-time delivery
- Preferred carrier status = your shipment is in your booth before you are

#### **BETWEEN SHOWS:**

- All-in caravan rates include freight cost, fuel, storage, and show site delivery
- No added wait time charges at delivery

#### **FROM SHOWS:**

- Book your outbound shipment before the show and we will have your Material Handling Agreement (MHA) at the service desk
- Ship prepaid or collect to a customer at the same low show rates

**We track your shipment during transit and handle all communications needed for on-time delivery...SO YOU DON'T HAVE TO!**

#### **IT'S EASY TO GET STARTED**

- Visit our website, **[www.exhibitfreight.com](http://www.exhibitfreight.com)**
- Login to your account to get a quick quote
- Set up and print inbound and/or outbound shipping documents

#### **QUESTIONS?**

**Contact one of our dedicated trade show experts toll-free at 800-382-7700 or email [contact@exhibitfreight.com](mailto:contact@exhibitfreight.com)**





## MATERIAL HANDLING COSTS

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

### Advance Shipments to Warehouse

Crated  
 Shipment Weight \_\_\_\_\_ cwt x \$64.68 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

Crated Additional Handling\*  
 Shipment Weight \_\_\_\_\_ cwt x \$83.44 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

\* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*  
 \*\*200 lb. minimum

### Direct Shipments to Show Site

Crated  
 Shipment Weight \_\_\_\_\_ cwt x \$61.32 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

Crated Additional Handling  
 Shipment Weight \_\_\_\_\_ cwt x \$80.08 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

Uncrated Additional Handling  
 Shipment Weight \_\_\_\_\_ cwt x \$103.49 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

\*\*200 lb. minimum

Small Packages  
 First Piece \$36.75 + \_\_\_\_\_ Additional Pieces @ \$12.75

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

### Cost Estimate

Material Handling	\$
Estimated Additional Charges	\$
<b>Total Estimated Material Handling</b>	<b>\$</b>

### Rate Classifications

*Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

*Uncrated* - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### Additional Fees May be Applicable

*Off-Target* - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

*Late to Warehouse Fee:* - Shipments arriving after "date" will be charged an additional 30% per cwt.

*Early Shipments to Warehouse* - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional \$50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

### Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

## CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton for a flat rate of \$100.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Three round trips maximum per exhibiting company. Shipments larger than three cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

### Caddie Cart Load Service is....

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

### Caddie Cart Load Service Schedule

#### Move-In

Monday, September 14	8:00am-5:00pm
Tuesday, September 15	8:00am-5:00pm

#### Move-Out

Saturday, September 19	2:01pm-11:00pm
Sunday, September 20	8:00am-10:00am

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

*To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.*

Freight must be less than:

3' high
3' wide
5' long

Cart is 30" x 48".





**MATERIAL HANDLING AUTHORIZATION**

Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

**Advance Shipments to Warehouse**

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 Shipment Weight \_\_\_\_\_ cwt x \$64.68 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

Crated Additional Handling\*  
 Shipment Weight \_\_\_\_\_ cwt x \$83.44 per 100 lbs.\*\*  
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\* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*  
 \*\*200 lb. minimum

**Direct Shipments to Show Site**

Crated  
 Shipment Weight \_\_\_\_\_ cwt x \$61.32 per 100 lbs.\*\*  
 = \$ \_\_\_\_\_

Crated Additional Handling  
 Shipment Weight \_\_\_\_\_ cwt x \$80.08 per 100 lbs.\*\*  
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Uncrated Additional Handling  
 Shipment Weight \_\_\_\_\_ cwt x \$103.49 per 100 lbs.\*\*  
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\*\*200 lb. minimum

Small Packages  
 First Piece \$36.75 + \_\_\_\_\_ Additional Pieces @ \$12.75

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

**Rate Classifications**

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**Additional Fees May be Applicable**

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- Early Shipments to Warehouse* - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.
- Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional \$50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

**Overtime**

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

- Shipment is received on overtime.
- Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.
- Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

**By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

X  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 AUTHORIZED NAME (please print)

\_\_\_\_\_  
 DATE



## **MATERIAL HANDLING POLICY**

### **Weight Tickets**

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weight.

### **Overtime Charges**

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.\*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

### **Inbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

### **Outbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$ .50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.





## MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

**What is "Material Handling/Drayage"?** – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

**Can I carry my own materials to my booth?** – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

**How are rates determined?** – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

**Tips on how you can save money!** – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

**How is the weight of my shipment determined?** – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

**Small shipments vs. large shipments:** Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

**Advance warehouse vs. direct to show site shipments:** In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

**Should I insure my exhibit?** – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

### Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.