

# Exhibit Material Handling Guidelines

## 1. What is Material Handling Service?

Material Handling is the handling of exhibit material for a trade show. It includes the following services.

- Receiving and storage of exhibit material up to 30 days prior to show.
- Delivery of shipments to your booth prior to exhibitor move in.
- Any necessary handling of empty containers to and from storage.
- Outgoing handling at conclusion of show. Shipping out with your specified carrier.

## 2. Why do I need this service?

- Hotels – Convention Centers do not have the manpower or storage facilities to log in and store exhibit material.

## 3. How late can I ship my exhibit material to your warehouse?

- Please ship your exhibit material as early as you can, up to 30 days in advance.
- We prefer to receive freight at least 3 days prior to exhibitor set up.
- We charge an extra \$50 late fee if exhibit material comes in and has to be delivered after exhibitor move in has started.

## 4. How am I charged for this service?

- The charge is \$48.00 per hundred lbs. All weights rounded off to next 100lbs
- Example 225lbs rounded off to 300 lbs.  $3 \times \$48 = \$144$
- Each shipment received is billed separately
- Handling Uncrated Material. A surcharge of 30% will be added if a shipment of more than 10 boxes, are received that are not on a pallet.
- If phone calls are required to find out what show and booth freight gets delivered to, there will be a \$30 surcharge added.

## 5. What do I need to do to use your service?

- For shipping deadline purposes, review the date and time for exhibitor set up.
- Fill out and Email or fax our Exhibit Material Handling form with a credit card number.
- We require our Exhibit Material Handling form to be on file before the receiving of your material. Prepayment may be made by check, if weight of shipment is known.
- Make arrangements with the carrier of your choice to have exhibit material delivered to our warehouse, preferably at least 3 days prior to exhibitor set up. Keep tracking numbers.
- Review Exhibit Material Handling form for our limits of liability and responsibility.

## 6. How do I need to label my shipment?

- In order for us to deliver shipment to your booth, each piece must be labeled with the following information. Name of show, booth number and company name.

## 7. How do I ship out my material at the close of the show?

- Exhibitor will be expected to label their containers and furnish us with outgoing instructions.
- It is your responsibility to arrange pickup, and supply us an outgoing bill of lading, if using a carrier other than UPS or Federal Express.
- If using a carrier other than UPS or Federal Express, when time allows, please arrange for pickup from our warehouse the next business day after the show closes.

8. If you have questions. Email [service@pagebrown.com](mailto:service@pagebrown.com) / or call 573-348-5176