**Material Handling FAQ**

**What is material handling (also referred to as drayage)?**
Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of “freight”?**
Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is a “certified weight ticket”?**
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

**IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS**

**What are advance shipments?**
All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual). Innovative Expo will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipment must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the “Show Information” page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., box/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**What determines how much I’m charged?**
Charges are based off the weight from your inbound weight ticket included with your shipment.

**How do I calculate material handling charges?**
Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

**EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.**

**Will there be any additional charges?**
Additional charges may apply. Please review the Material Handling Authorization and Drayage Rates and Fees forms included in the manual for all applicable fees.

**IMPORTANT FACTS ABOUT DIRECT SHIPMENTS**

**What are direct shipments?**
All shipments that are addressed directly to the exhibit facility (please refer to “Direct to Show” shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse. Shipments sent directly to the Facility, either prior to or during move in, and handled by Innovative Expo will be charged the Drayage rates noted in the Service Manual.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

**What does CWT mean?**
CWT is an acronym for Century Weight, therefore it means per 100 lbs.

**What is and why would I need liability insurance?**
Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

**OUTBOUND SHIPMENTS**

You must complete a Bill of Lading (BOL) for all outbound shipments. A BOL will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask an Innovative Expo customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Innovative Expo will either reroute your freight through the carrier of your choice or may re route your freight to our warehouse.