



**Discount
Deadline Date:
February 17th, 2012**

SHIPPING INSTRUCTIONS

****DIRECT SHIPMENTS TO ARLINGTON ARE *NOT* ALLOWED****

Please adhere to the following shipping instructions to ensure that your display reaches the 2012 New Product Ideas Show. For rates and additional information, please refer to the Material Handling Rate Form. The Material Handling Rate Form must be completed and returned to our customer service department with payment by February 17th, 2012 to avoid late charges. *Shipments received after February 27th, 2012 will be refused. Shipments sent directly to Arlington Racetrack will be refused.*

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For those exhibitors who carry multiple lines that ship in product to be displayed in your booth. Please make sure to have them complete and fax Events the Material Handling Rate Form and Payment Policy & Credit Card Authorization Form prior to shipping to Events. Shipments received without payment and proper paperwork will not be delivered and will be subject to the \$75.00 NO PAYMENT SURCHARGE in addition to the appropriate drayage rates.

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HOW TO ADDRESS YOUR SHIPPING LABELS

EXHIBITING COMPANY NAME & BOOTH NUMBER
NEW PRODUCT IDEAS SHOW
C/O EVENTS EXPOSITION SERVICES, INC.
570 ROCK ROAD DRIVE, UNITS L&M
EAST DUNDEE, IL 60118

OUTBOUND SHIPPING INSTRUCTIONS

At the conclusion of the show, please have your on-site representative visit the EVENTS Service Desk to complete a Bill of Lading. Whether you have your own carrier picking up or choose to utilize ours, an EVENTS Bill of Lading must be turned in. Shipments left in booth with no Bill of Lading turned in to our Service Desk will be forced on our show carrier.

Events Exposition Services, Inc.
570 Rock Road Drive, Units L&M, East Dundee, IL 60118
Phone: 847.851.8691 ♦ Fax: 847.851.8714
www.eventstradeshows.com



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MATERIAL HANDLING RATE SCHEDULE

Exhibiting Company Information

Exhibitor Name: _____ Booth #: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone: _____
 Email: _____ Fax: _____

Shipments must be sent prepaid. Collect shipments will be refused. PLEASE LABEL AS FOLLOWS:

ADVANCE SHIPMENTS (TO WAREHOUSE)
 RECEIVING HOURS MONDAY-FRIDAY 8AM-4PM
FINAL RECEIVING DEADLINE DATE: 2/27/12
(YOUR FIRM NAME & BOOTH #)
 New Product Ideas Show
 C/O EVENTS EXPOSITION SERVICES, INC.
 570 Rock Road Drive, Units L&M
 East Dundee, IL 60118

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100 LBS. MINIMUM CHARGE PER SHIPMENT

ADVANCE SHIPMENTS – WAREHOUSE (Includes 30 days storage)
 Receive shipments at the warehouse; deliver to booth; remove and return empty containers. This service also includes removal of freight from booth & loading onto outbound carriers at the facility loading dock.

LATE SHIPMENTS
 Freight received at the warehouse AFTER the above deadline date, in addition to rates above.

DIRECT SHIPMENTS – EXHIBIT HALL
 Receive shipments at the exhibit hall during set-up hours only; deliver to booth; remove/return empty containers. This service also includes removal from booth and loading onto outbound carrier at the facility loading dock.

VAN LINE – CRATED EXHIBIT HALL
 Deliver to booth; remove and return empty containers. This service also includes removal of materials from booth and loading onto outbound carrier at the facility loading dock.

VAN LINE – UNCRATED/PAD WRAPPED – EXHIBIT HALL
 Deliver to booth, remove and return empty containers. This also includes removal from booth and loading onto outbound carrier at the facility loading dock.

SMALL PACKAGE – MAXIMUM WEIGHT OF 50 LBS. PER SHIPMENT
 Shipments totaling 50lbs or less will be charged at a per piece rate. Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

MOBILE EQUIPMENT
 Mobile equipment will be handled into and out of the convention facility.
NO PAYMENT SURCHARGE: (SHIPMENT RECEIVED WITHOUT PAYMENT)

Per 100 lbs.	Minimum per Shipment	Minimum Charge
\$75.00	100 lbs.	\$75.00
\$25.00	100 lbs.	\$25.00
\$75.00	100 lbs.	\$75.00
\$85.00	100 lbs.	\$85.00
\$95.00	100 lbs.	\$95.00
# of pieces _____	First Piece \$37.50	Each Add'l \$7.75
\$125 each way		
CONTACT EVENTS EXPO IN ADVANCE		
\$75 FLAT FEE		

****NOTE: SEPARATE SHIPMENTS RECEIVED BY EVENTS EXPO WILL NOT BE COMBINED****
 Shipments arriving without a specified weight on the bill of lading will be assigned an approximate weight by EVENTS EXPO. This weight estimate will prevail.

******THE FOLLOWING IS MANDATORY FOR ALL COMMON FREIGHT******
INBOUND SHIPPING INFO-PRIOR TO EXHIBIT:

CARRIER _____ TRACKING NUMBER _____
 # OF SHIPMENTS _____ TOTAL # OF PIECES _____ DATE SHIPPED _____
 _____ Total Wt. 100 = Total C.W.T. @ \$ _____ per CWT = \$ _____ + _____ = \$ _____
(ROUNDED TO NEXT 100 LBS.) (APPLICABLE CHARGES) **TOTAL**

AIRWAYS & YRC ONLY* OUTBOUND SHIPPING INSTRUCTIONS – AT CLOSE OF EVENT *AIRWAYS & YRC ONLY

SHIP TO _____
 ATTENTION _____ STREET ADDRESS _____
 CITY/ST/ZIP _____ TELEPHONE _____
 CARRIER **AIRWAYS / YRC** TRACKING # _____
 # CRATES # DISPLAY CASE # CARTONS # SKID **TOTAL # OF PIECES**

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**EVENTS EXPOSITION SERVICES, INC.
LIMITS OF LIABILITY AND SHIPPING INSTRUCTIONS**

- Remove all outdated labels prior to shipping out your materials and label your shipment as shown on the Material Handling Rate Schedule form. Shipments should not be addressed to the hotel/convention center early, as they do not have the facilities to receive them and may refuse them prior to installation of the show.
- Please forward copies of all bills of lading to EES. This will assist in the tracing of shipments if necessary. Copies of these should also be given to your show site representative.
- Make certain all your materials are properly insured while in transit to and from the convention site and for the duration of the convention. This usually can be done with "riders" to your existing insurance policy.
- All shipments should be made on an EES bill of lading. It is understood that all shipments are released to us at a value not to exceed \$0.30 per pound with a maximum of \$50.00 per article, or \$1,000.00 per shipment.
- Any shipments requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by EES at the exhibitor's expense. Please contact EES prior to sending this type of shipment.
- EES assumes no responsibility for concealed damage, damage to loose, uncrated materials, "pad wrapped" or "shrink-wrapped" materials, glass breakage, carpets in bags or poly, or material improperly packed.
- The responsibility of EES with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.
- EES and its subcontractors will not be responsible for loss, delay, or damage due to strikes, lockouts or work stoppage of any kind.
- EES as the Material Handling contractor shall have control over all freight docks, doors, elevators and crate storage areas.
- EES and its subcontractors are not and cannot be, responsible for loss or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth.
- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by EES, or its sub-contractors, and the arrival of the representative at the booth, and during such time the shipment(s) will be left unattended in the booth. EES, and its subcontractors, shall not be responsible for any loss or damage that may occur during such period.
- Any shipments not handled by EES, but for which EES is required to handle storage of the empty shipping containers, a charge of \$10.00 per crate, case, box, or carton will be assessed.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by EES.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- EES and its subcontractors cannot be responsible for disappearance of exhibitor's materials, which are picked up from the exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to EES by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
- Relative to outgoing shipments, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. EES and its subcontractors will adjust the quantities of items on any bill-of-lading submitted to EES or its subcontractors, to conform to the actual count of such items in the booth at time of pickup.
- EES and its subcontractors shall not be responsible for crates and packaging, which are unsuitable for handling, in poor condition or having prior damage. Crates and packing should be of a design to adequately protect contents for handling by forklift and similar means. EES assumes no responsibility for loss or damage to crates and containers or their contents while said items are in storage.
- Any and all claims and disputes must be reported immediately On-site and will not be accepted any later than 30 days after the incident.

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