

MATERIAL HANDLING & SHIPPING INFORMATION

Brede Exposition Services/Allied Convention Services will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BES/ACS WAREHOUSE - crates, cartons, fiber cases only:
Must arrive no later than Thursday, July 22, 2010 to obtain advance pricing.

Rates include:

- ¥ Unloading crated materials. The warehouse cannot receive uncrated shipments.
- ¥ Storing at the warehouse for up to 30 days.
- ¥ Reloading onto trucks and delivery to the exhibit site.
- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)
RDH – Under One Roof
C/O Brede Exposition Services/Allied Convention Services
2502 Lake Orange Drive
Orlando, FL 32837

DIRECT SHIPMENTS TO EXHIBIT SITE:

Must not arrive prior to Thursday, August 5, 2010.

Rates include:

- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)
RDH – Under One Roof
C/O Brede Exposition Services/Allied Convention Services
C/O WDW Dolphin Hotel
1500 Epcot Resort Blvd
Lake Buena Vista FL 32830

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. BES/ACS cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to BES/ACS and the name of your on-site representative.

Certified weight receipts are required for all shipments. BES/ACS will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned c/o Brede/Allied Convention Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the BES/ACS service desk and are for **empty storage only**.

Shipping information, bills of lading and labels will be available at the BES/ACS service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

MATERIAL HANDLING SERVICES

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt. A 200 lb. minimum charge will apply to all shipments. ALL RATES ARE ROUND TRIP.

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

Includes shipments that can be unloaded at the dock with no additional handling required.		Per Cwt [100 lbs]	Minimum Charge
	Warehouse Rate	\$99.50	\$199.00
	Show Site Rate	\$99.50	\$199.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling [such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment]. Also includes shipments received without documentation, such as Federal Express and UPS .		Per Cwt [100 lbs]	Minimum Charge
	Warehouse Rate	\$123.50	\$247.00
	Show Site Rate	\$123.50	\$247.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS

Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks.		Per Cwt [100 lbs]	Minimum Charge
	Show Site Rate	\$139.25	\$278.50

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

DELIVERY AFTER DEADLINE DATE

Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and any shipment received at show site after show opening will be charged in addition to the above rates.		Per Cwt [100 lbs]	Minimum Charge
	Warehouse Rate	\$24.00	\$48.00
	Show Site Rate	\$24.00	\$48.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = \$ _____ [Min. 200 lbs.]

PLEASE REMIT WITH FORM - ESTIMATED CHARGES \$ _____

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Brede Exposition Services/Allied Division freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede Exposition Services/Allied Division will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede Exposition Services/Allied Division a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede Exposition Services/Allied Division will be authorized to reconsign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede Exposition Services/Allied Division as a result of such rerouting or handling.

IMPORTANT: Before completing this form, please read the Limitations of Liability Form.

EVENT OR SHOW RDH – UNDER ONE ROOF HALL OR HOTEL _____ WDW DOLPHIN HOTEL _____

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ FAX () _____

AUTHORIZED BY (please print or type) _____

SIGNATURE _____ TITLE _____

- Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede Exposition Services/Allied Convention Services bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.
- Please forward copies of all bills of lading to Brede Exposition Services/Allied Convention Services. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment 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 Brede at the exhibitor's expense. Please contact Brede Exposition Services/Allied Convention Services prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Services will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Services taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Services bill of lading.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- 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 re-routed by Brede Exposition Services/Allied Convention Services.
- Brede Exposition Services/Allied Convention Services assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede Exposition Services/Allied Convention Services as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- Any shipment not handled by Brede, but for which Brede is required to handle storage of the empty shipping containers, a charge of \$25.00 per crate, case, box, or carton will be assessed.
- The responsibility of Brede Exposition Services/Allied Convention Services 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.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to: _____

Street Address _____ City/State/Zip Code _____

Type of Carrier Air Motor Freight Van Lines

ADDITIONAL SERVICES AVAILABLE

SHRINK WRAP: ONE HOUR MIN. LABOR CHARGE AND 35¢ PER FT. SHRINK WRAP
 METAL BANDING: 1 HOUR MINIMUM LABOR CHARGE AND \$1.35 PER FT. BANDING MATERIAL
 FREIGHT RETURNED TO WAREHOUSE – 500 LB MINIMUM FOR STORAGE OR REFORWARDING
 STRAIGHT TIME - \$38.50 CWT OVERTIME - \$57.75 CWT DOUBLETIME - \$77.00 CWT
 STORAGE AND WAREHOUSE HANDLING (HANDLING IN & OUT APPLIES) – 500 LB MINIMUM
 STORAGE – PER MONTH - \$18.00 PER CWT WAREHOUSE HANDLING – PER HANDLING - \$18.00 PER CWT

EVENT OR SHOW RDH – UNDER ONE ROOF HALL OR HOTEL WDW DOLPHIN HOTEL

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE () _____ FAX () _____

AUTHORIZED BY (please print or type) _____

SIGNATURE _____

TITLE _____

LIMITS OF LIABILITY

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied Convention Services and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED: OR
EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR
AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

1. It is understood that BES/ACS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by BES/ACS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that BES/ACS and its subcontractors do not provide for full liability should loss or damage occur.
2. BES/ACS and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. BES/ACS and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
3. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by BES/ACS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. All bills of lading covering outgoing shipment(s) submitted to BES/ACS or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
4. BES/ACS shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
5. BES/ACS shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
6. It is agreed that if BES/ACS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by BES/ACS, its subcontractors or their employees.
7. BES/ACS shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
8. BES/ACS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
9. Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for **empty storage only**, and BES/ACS and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
10. In order to expedite removal of materials from the show site, BES/ACS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by BES/ACS at show site. BES/ACS assumes no liability as a result of such re-routing or handling.