

## EXHIBITOR INFORMATION PACKET

PGA Buying Summit • July 30 - 31, 2024 • Omni Frisco Hotel

# Material Handling Services

## DIRECT/CRATED

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

## SPECIAL HANDLING

Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/crated price.

## UNCRATED

Material that is shipped loose or pad wrapped.

## MATERIAL HANDLING & CWT

**Charges will be based upon the weight of your inbound shipments, measured in CWT. CWT, or hundredweight, is a pricing unit used in transportation, equal to 100 lbs. The minimum weight per shipment is 200 lbs (2 CWT). Anything over will be rounded to the next 100 lbs. Each shipment received is considered a separate shipment. All late shipments will incur an additional 30% surcharge in addition to the rates listed below. Does not include air charges for late freight received at the mainland.**

### OVERTIME

**An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday**

## EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

## SPECIAL RATES AND SERVICES

Steel banding is available at \$100 per 4'x4' pallet, and shrink-wrapping is available at \$75 per 4'x4' pallet. Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

## AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

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# Material Handling Services, continued

### OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

### SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$69.00 per cwt. On straight time, \$138.00 per cwt., with a 500 lb. minimum.

### LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and 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 the above section.



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# Special Handling Definitions

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

### What is Ground Loading/Unloading?

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

### What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

### What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit, or the trailer must be loaded in a sequence to ensure all items fit.

### What are Stacked Shipments?

Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### What is Alternate Delivery Location?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

### What are Mixed Shipments?

Mixed Shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

### What about Carpet Only Shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

### What is the difference between Crated and Uncrated Shipments?

Crated Shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An Uncrated Shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.



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# Material Handling Rates per Shipment

## Advance Warehouse Shipment Receiving from July 1- 26, 2024 9:00 AM - 4:00 PM Monday - Friday

Description of Service	Minimum (2)	Each CWT Over 2
Direct to Warehouse	\$ 292.00	\$ 146.00
Late to Warehouse	\$ 380.00	\$ 190.00
Direct to Warehouse Inbound OT Surcharge	\$ 73.00	\$ 36.50
Special Handling to Warehouse	\$ 352.00	\$ 176.00
Late Special Handling to Warehouse	\$ 568.00	\$ 284.00
Special Handling to Warehouse Inbound OT Surcharge	\$ 88.00	\$ 44.00

## Show Site Shipment May Begin Arriving July 29, 2024

Direct to Convention Facility	\$ 292.00	\$ 146.00
Direct to Convention Facility Inbound/Outbound OT Surcharge	\$ 73.00	\$ 36.50
Uncrated to Convention Facility	\$ 380.00	\$ 190.00
Special Handling to Convention Facility	\$ 352.00	\$ 176.00
Special Handling Inbound/Outbound OT Surcharge	\$ 88.00	\$ 44.00

## Only Applicable on Show Days - Show Site Shipments Only

Small Package - Maximum Weight 30 lbs.	\$ 80.00/ea
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Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs.

