

El Zaribah Shrine Drayage Information

Shipping to: The Cactus Section of the IFT Supplies Night

Earliest Target Date: Monday, April 6, 2015

Show Date: Tuesday, April 7, 2015

Shipping Address:

<p style="text-align: center;">Exhibitor Services</p> <p style="text-align: center;">El Zaribah Shrine 552 North 40th Street Phoenix, Arizona 85008 Office 602-231-0300 x24</p> <p style="text-align: center;">ATT: The Cactus Section of the IFT Supplies Night Show Date: April 7, 2015</p>
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Drayage and Material Handling at the Shrine Auditorium

Drayage is the service of handling freight shipments for a trade show.

This service includes the following elements:

Receive shipment: Shrine will sign for incoming shipment.

Storage: One day storage included in pricing - up to 4/5 days.

Deliver to booth - Incoming Shipment will be delivered to your booth.

Empty Containers - Store empty containers during show times.

Return Containers - redeliver empty containers to booth after show closes.

Release to Exhibitors Designated Carrier: Shrine will allow Vendors Carry to Pick-Up Outbound Shipment the follow day after the show.

or two.

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What is the force time?

Force time is the last possible time for your designated carrier to pick-up your shipment after the show is over. Trade shows Clients have a specific time when they must vacate the exhibit facility to make way for the next event.

Therefore if your freight has not been picked up by your carrier by the force time your freight will be sent out by another carrier freight collect. The force time is April 8, 2015 before NOON.

Outbound Freight Shipments:

DO NOT ABANDON YOUR FREIGHT UNTIL EXHIBIT SERVICES HAS YOUR OUTBOUND SHIPPING FORM.

Exhibit Services' outbound shipping forms are the ONLY forms allowed and are available at the service desk along with shipping labels.

It is the responsibility of the exhibiting company to contact their carrier and make arrangements for pick-up directly from the show site.

Cargo Insurance:

It is recommended that exhibitors carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies. **Exhibit Services, Inc. and most freight carriers have very limited liability, if any responsibility for your shipments or cargo.**

Please insure that your shipments are covered by your insurance policies.

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How am I charged for this service?

Drayage is charged by the weight of your **inbound** shipment. Exhibitors are charged for each cwt. or 100 lbs of their inbound shipment. All shipments are rounded up to the next 100 lbs, e.g. (366 lbs is 400 lbs or 4 cwt.).

Charges per hundred pounds: \$50 per 100 Pounds.

If your company paid for our service inbound, the outbound service is included. If you do not use the outbound service, there is no credit for the unused service.

How do I arrange for Exhibit Services to handle my shipment for this show?

First, review the inbound/outbound freight instructions of official Exhibitor Service Kit for your event. This will provide you with the appropriate inbound shipping addresses, labels, drayage rates, and specific timing for your shipment.

Second, determine the time you want your shipment to arrive, either ^{one a few days before} the day before or that morning during exhibitor setup times at show site. You may want to e-mail The Shrine at rentals@el-zaribah.org/rentals to let them know you are making a shipment. Subject: SHIPMENT for IFT 4.7.2015.

Additionally, carefully review the outbound shipping time frame so you can arrange your carrier to pick-up your outbound shipment before the force time.

Third, call your carrier and arrange for shipping according to the time frames required for your event. Make sure your carrier will guarantee delivery and pickup times. **DO NOT USE SHIPPING FORM WITHOUT A BAR CODE** such as FEDERAL EXPRESS GROUND. Without a BAR CODE, the carrier CANNOT pick up,

Fourth, keep a copy of your carriers bill of lading for your inbound shipment (with tracking # and carriers phone #) and bring it to the show. If your shipment is not at the show when you arrive you will need this information to track your shipment.

Finally, prepare your Out Bound shipping paperwork, INCLUDING THE FOLLOWING:

1. CARRIER Shipping Labels: MUST HAVE BAR CODE
2. Shrine OUTBOUND FORM

THEN call your carrier to schedule pick up.

UPS, Fed Ex, DHL, etc. Shipments: These freight carriers DO NOT provide bills of lading to note any damage or piece count. Therefore, ES will NOT be responsible for piece count or damage to shipments that are received without a proper bill of lading to note exceptions.