

MATERIAL HANDLING

SERVICES & TERMS

Alliance Nationwide Exposition will accept exhibitor shipments in advance at the local warehouse and at show site during exhibitor move-in. This service is chargeable and referred to as Material Handling, also commonly called Drayage. Material Handling is billed based on the weight of each shipment and applies to all deliveries regardless of the carrier transporting the shipment -- FedEx, UPS, Common Carrier, etc. Material Handling and the actual shipping/transportation of freight are two separate services.

Material Handling service is roundtrip for both the inbound and outbound of the show and is inclusive of the following:

- Offload of shipment from Carrier at the dock
- Storage of materials for up to 30 days prior to the event for Advance Warehouse shipments
- Delivery of freight directly to the exhibit booth during show move in
- Storage of empty crates and display containers for the duration of show hours
- Return delivery of stored crates and display containers to exhibitor's booth when the exhibit hall closes and exhibitor move-out begins
- Complimentary pre-printed outbound shipping documents and labels
- Return of packed shipment to the onsite loading dock for designated Carrier pickup
- Load freight onto exhibitor's preferred Carrier

Material Handling services should be ordered PRIOR to shipping materials. If the actual weight of the shipment is under or over the estimated amount submitted at the time of ordering, it will be adjusted accordingly when the shipment is received. See Weight Verification details below.

Designated dates and times for advance receiving and direct to show site are outlined with corresponding rates in the online Exhibitor Service Kit published at Alliance OnLine.

A shipment is defined by how materials are delivered to the advance warehouse or direct to show site. Items shipped together may not be delivered in one lot by your carrier, and may thereby qualify as separate shipments when received.

In most cases, unless specifically published in the show's Exhibitor Service Kit, only Crated shipments will be accepted at the Advance Warehouse. Crated shipments include materials packed in wooden crates, cardboard cartons, fiber cases, or stacked on skids. Carpet is considered crated and is acceptable for delivery to the warehouse.

Uncrated shipments will not be received at the warehouse. Uncrated shipments include loose or pad-wrapped materials that are easily damaged when handled by a forklift, pallet jack, or other freight handling equipment.

Special Handling is applicable when material delivered by a carrier requires additional handling such as ground unloading, stacked or constricted space unloading, designated piece unloading, loads mixed with pad-wrapped materials, and shipments that require additional time, equipment, and/or labor to handle. This includes carriers such as FedEx and UPS due to their delivery procedures.

Late Arrival fees are applicable in addition to Advance Warehouse and Direct to Show Site Material Handling charges when shipments are received outside of the designated receiving dates and times.

A 200 lb. (2 CWT) minimum charge is applied to all shipments with the exception of items that meet the criteria to qualify for Small Package rates.

Small Package handling rates are applicable to individual shipments received from outside carriers at the Advance Warehouse or Direct to Show Site and have a total weight of 25 lbs. or less. Each individual package meeting these qualifications will be billed at the Small Package rate indicated below. If the package arrives after the Advance Warehouse receiving deadline or on site outside of the designated exhibitor move-in hours, a late fee surcharge will be applied. If the shipment weighs more than 25 lbs. in total, standard Material Handling rates will apply.

For instances when oversized and machinery shipments will be received, Alliance Exhibitor Services should be contacted in advance to ensure proper equipment and facility arrangements are procured and confirmed.

Vehicle Spotting is the process by which vehicles, trailers, or other mobile units are escorted to and from a designated exhibit space for staging and display, including outdoor areas. Vehicles are assigned a target date and time for arrival, staging, and move out at the site. Vehicle Spotting fees includes are round trip and include both the inbound and outbound of the event. Any exhibit material delivered within the vehicle or unit is subject to weight verification and standard Material Handling services and rates. Additional vehicle permitting and inspection fees may be assessed per local Fire Marshal code and regulation.

OUTBOUND LOGISTICS

At show closing, all outbound shipments require a completed and signed Bill of Lading (BOL) detailing the content of the shipment, final destination, and authorization to release freight to the exhibitor's designated or preferred Carrier.

Pre-printed outbound shipping documents (BOL and labels) may be pre-ordered through Alliance Exhibitor Services at no additional charge by completing and submitting the information in your show profile at Alliance OnLine. An Exhibitor Services team member on site will distribute any pre-ordered outbound materials.

Once booth properties are packed and ready for load out to the designated carrier, a completed and signed Bill of Lading (BOL) must be returned to the Alliance Service Desk.

All carriers must be checked in by the published check-in time during exhibitor move out. Freight that is not picked up by the designated carrier according to the published deadline or abandoned will need to be removed from the facility employing one of the following options as designed by the exhibiting party on the Bill of Lading for an additional fee:

1. Return to Warehouse - Shipment will be returned to the warehouse for carrier pick-up within 2 business days.
2. Re-Route via Show Carrier - Shipment will be released to the Official Show Carrier for outbound transportation to the final destination. All shipping fees to be reconciled directly between the Exhibitor and Carrier.

WEIGHT VERIFICATION

When planning shipment logistics, the Exhibitor must advise the carrier and/or driver that the following documents must accompany the shipment and be furnished upon delivery:

1. A Bill of Lading describing the inbound shipment such as piece count, destination, etc.
2. A Certified Weight Ticket verifying the weight of the shipment

Material handling rates are based primarily, though not solely, on the weight of the shipment. A Certified Weight Ticket will provide an accurate assessment to estimate material handling charges. Prior to offload of a shipment at the advance warehouse or show site dock, all carriers (i.e. Common Carrier, Van Line, or any other closed-body vehicle with dual wheels) are required to present a Certified Weight Ticket. Shipments received without Certified Weight Tickets or Bills of Lading will be weighed upon delivery, which will prevail for billing purposes. In the event of a dispute to the Certified Weight Ticket or documented Bill of Lading weight, Alliance will determine if a re-weigh is justified. If a re-weigh is deemed necessary to satisfy exhibitor's dispute, Alliance reserves the right to charge for labor incurred to provide a re-weigh. Alliance re-weigh will be final and used to determine material handling charges.

LIMITS OF LIABILITY & RESPONSIBILITY

All orders are governed by the Alliance Exposition Services Payment Policy and Limits of Liability & Responsibility. Submission of an order for services, equipment and/or a received shipment consigned to Alliance Exposition Services by an exhibitor, or any agent of the exhibitor, shall be construed as an offer subject to acceptance and approval of Alliance Exposition Services in its sole discretion. Upon participation in any Alliance Exposition Services event or exhibit program, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 15 below. The Exhibitor shall be bound by the terms and conditions set forth in Sections 1-15 below if Alliance Exposition Services has accepted a shipment on behalf of the Exhibitor, any shipper consigning, picking up or delivering a shipment from/to Alliance Exposition Services or its subcontractors.

1. Alliance Exposition Services and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Alliance Exposition Services.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Alliance Exposition Services or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup 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. Therefore, it is agreed that Alliance Exposition Services and its subcontractors shall not be liable for the loss or disappearance of, or damage to any items left in the booth unattended at any time. Consequently, all bills of lading for outbound shipment(s) submitted to Alliance Exposition Services or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. Alliance Exposition Services and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, unload, place, or reload unless 14 days advance notice has been given to Alliance Exposition Services in time to obtain the proper equipment.
4. Alliance Exposition Services and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. Alliance Exposition Services and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. Alliance Exposition Services and its subcontractors are not insurers; Alliance Exposition Services does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance shall be obtained by the Exhibitor. Amounts payable by Alliance Exposition under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Alliance Exposition Services or from the negligence of Alliance Exposition Services, its subcontractors or their respective employees. If such loss or damage occurs, the liability of Alliance Exposition Services and its subcontractors 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. This amount shall be considered based on agreed-upon damages and exclusive remedy.
7. Alliance Exposition Services and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, attorney fees, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. Alliance Exposition Services will not be bound to honor any claim or action brought against Alliance Exposition Services or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that Alliance Exposition Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Alliance Exposition Services or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Alliance Exposition Services or its subcontractor will do so as the Exhibitor's agent and the Exhibitor accepts the responsibility thereof.
10. Alliance Exposition Services and its subcontractors shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the Alliance Exposition Services Exhibitor Service Desk in conjunction with Material Handling services paid by the Exhibitor. 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 Alliance Exposition Services and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, Alliance Exposition Services shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Alliance Exposition Services and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Alliance Exposition Services assumes no liability as a result of rerouting.
13. Dry and cold storage of product is stored at the Exhibitor's own risk. Alliance Exposition Services assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with Alliance Exposition Services or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Alliance Exposition Services for material handling services or any other services provided by Alliance Exposition Services or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay Alliance Exposition Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Alliance Exposition Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
15. It is the Exhibitor's responsibility to ensure that Exhibitor's freight is insured from the time it departs the Exhibitor's place of business or other origination point until it is returned to the final destination after the close of the event. It is suggested that the Exhibitor obtain all-risk coverage, which can typically be procured via rider(s) to existing insurance policies through the exhibiting organization's insurance representative or broker. It is the Exhibitors' responsibility to ensure that liability property insurance is in effect during the inbound and outbound transit of freight, while in storage, and at show site. All transit claims will be referred to the common carrier.