



american exposition services

Shipping and Material Handling - Definitions & FAQ

What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives at the dock (please refer to 'What is Material Handling for the full definition). These are separate services and billed independently.

What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including 3-Way Logistics by AES.

What carrier do I use to ship?

Please carefully consider your carrier prior to arranging your shipment(s) to and from the event. Various carriers may have limited services that can affect timing and delivery procedures. This may result in delays and/or additional fees.

3-Way Logistics, provided by AES, is the preferred carrier for this event. Please call their specialists to arrange all inbound and outbound shipments at (909) 503-0572, or email aes@threeway.com. If you choose to use a carrier other than 3-Way Logistics, you will need to make all inbound and outbound arrangements.

Can I ship collect?

No. AES will not accept nor be responsible for any collect shipments. Please prepay all shipping charges.

Who do I consign my shipment to?

All shipments must be consigned "c/o American Exposition Services" to enable us to accept them for material handling to your booth. Shipments consigned to exhibiting companies, hotel guests or venues risk shipment refusal and/or storage fees in addition to material handling charges based on labor jurisdictions.

What is Material Handling (Drayage)?

Material Handling is the process of receiving a shipment from your carrier, including POVs, and managing onsite handling of the shipment throughout the event. This is a standard event procedure with associated fees typically based on shipment weight.

The Material Handling process includes:

- Unloading freight from your carrier once it arrives at the warehouse or show site receiving dock.
- Transporting your materials from the dock to your booth space.
- Removing empty shipping containers (boxes, crates, pallets) from your booth.
- Temporary storage of your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of the event.
- Transporting your materials back to the loading dock for outbound service.
- Loading your freight into your carrier's transport vehicle for return shipping.

What is the definition of freight?

Any exhibit materials shipped or delivered to the advance warehouse or show site via shipping carrier, POV or delivery truck.

What does CWT mean?

CWT is an acronym for Century Weight, also known as Hundredweight (100 lbs.)

What determines my material handling billing?

Charges are most commonly based on weight using the inbound certified weight ticket included with your shipment as well as the type of service required.

How do I calculate material handling charges?

Material Handling, whether used completely or in part, are offered as a round trip service, and billed on the inbound weight of the shipment. Published rates apply to every CWT (100 lbs.) and fractional poundage is rounded up to the next CWT. Each shipment received is considered and billed separately.

Example: 375 lbs. rounded up to 400 lbs./100 lbs. = 4 x (rate) = \$ Amount or minimum charge, whichever is greater.

What are rate classifications?

AES has adopted two rate classifications to minimize the guesswork and unpredictability of material handling fees.

Our **1R (one-rate)** classification is a round trip material handling rate with no added fees including overtime, special handling, marshaling yard, reweigh or warehouse add-ons. This applies to any single shipment greater than 40 lbs. or has two-way service.

The **Small Package** classification is an inbound-only rate to include smaller collateral shipments consisting of cartons and envelopes no heavier than 40 lbs. per shipment gross.

Will there be any additional fees?

Additional fees may apply to your shipment for the following reasons.

Early or Late to Warehouse. Shipments arriving to the Advance Warehouse before or after the designated deadline will be charged an additional 30%.

Off-Target Fee: If your event has a targeted move-in or posted show site receiving schedule, your shipment must arrive during these hours. If your shipment is received outside of that published time frame, an additional fee of 30% will be charged.

Shipments Returned to Warehouse: Shipments returned to the warehouse at the close of the show for designated pickup will be charged 75% of the inbound rate classification with a 200 lb. minimum. Shipments must be picked up within 72 hours to avoid storage fees.

How can I save on Material Handling fees?

Consolidate. Whether you ship to the advanced warehouse or to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge. Skidding or crating items is a good way to consolidate so your materials arrive together.



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Do I need to order a forklift to unload or reload my freight?

No. Please do not order forklift labor for the unloading and reloading of your freight. Once your materials are delivered to your booth space, if you need forklift labor to uncrate, place, install or dismantle your exhibit, please place an order for forklift labor.

What are Advanced Shipments?

All shipments addressed to the advanced warehouse (please use the Advanced Warehouse shipping labels). AES will accept your shipments 30 days prior to show move-in (refer to the show schedule for exact dates).

Unless otherwise noted, the advanced warehouse will receive shipments Monday - Friday, 8:00am - 4:00pm, excluding holidays. To avoid early or late fees, shipments must arrive within the dates published for the advanced warehouse.

Crates, skids, cartons, fiber cases and carpets will be accepted at the warehouse. Please do not ship oversized crates and/or crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to the warehouse. Those items must be shipped directly to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets are required.

All shipments must be prepaid. No collect shipments will be accepted.

What are Direct Shipments?

All shipments addressed directly to the show site (please use the Direct to Show Site shipping labels). Shipments must arrive during the published exhibitor move-in times only. Avoid shipping direct to show site in advance, as these shipments will be refused. If your shipment cannot be guaranteed to arrive during exhibitor move-in, please ship to the advanced warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets are required.

Oversized crates, crates weighing over 5,000 lbs., loose/uncrated shipments, and machinery shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid. No collect shipments will be accepted.

What is Vehicle / Mobile Unit Spotting?

Vehicles or mobile units for display. This includes self propelled (powered), rolling stock, towed and/or pushed vehicles/machinery (non-powered). Exhibitors or Agents with vehicles or mobile units will require spotting guidance to their respective booth locations. This guidance is required and provided by AES to prevent injury or damage to exhibitors, property of others, or when necessary to move obstacles in aisle ways.

Important Rules and Regulations

- Battery cables must be disconnected.
- Fuel tank must be at 1/4 tank or less.
- Gas cap must either be taped shut or have lockable gas cap.
- At least 36" clear access or aisle around vehicle.
- Venue may require plastic or pan under oil pan.

What is a Material Handling Agreement (MHA)?

A MHA is a multi-part document required for all outbound service which indicates shipping origin, destination, billing parties, contents, and conditional agreement between the exhibitor and AES. A MHA must be filled out for any shipment leaving the exhibit venue and/or materials handled by AES.

Outbound Shipping.

If you have an outbound shipment, you must complete an AES Material Handling Agreement (MHA). MHA's will be available at the Exhibitor Services Desk and distributed if all services have been paid in full.

Upon completion of packing and labeling your materials, complete the MHA with all required information, and return it to the Exhibitor Services Desk. If you have any questions on how to complete the MHA, need shipping labels and/or shipping carrier service, please ask an AES Exhibitor Services Representative located at the Service Desk.

If you are not using the designated show carrier, you must call your carrier with pickup instructions. If your carrier fails to pick up your shipment, AES will either reroute your shipment with the designated show carrier or return your shipment to the local warehouse (fees apply), whichever is indicated on your MHA. **Please be aware 'Return to Warehouse' service is not always available and your shipment will default to the reroute option.**

Carrier Check-In.

All carriers must be checked in no later than the hours indicated in the show schedule. If prior shipping arrangements have not been made or your carrier fails to check in during the allotted time, the designated show carrier will be on-site to coordinate or re-route shipments.

Small Parcel Carriers.

Examples of small parcel carriers are UPS and FedEx. Use of these carriers require the use of specific shipping labels for each piece and schedule your own pickup. Shipments without correct labels or pickup confirmations will NOT be picked up or released to the carrier. It is recommended that you use the site Business Center for these shipments if available. Additional fees may apply for their service.

Questions?

If you need assistance, please contact our customer service agents who will be happy to help.



General Shipping and Material Handling

info@american-expo.com

916.925.3976



Shipping Quotes by 3-Way Logistics

aes@threeway.com

909.503.0572