

The contractor is the exclusive provider of Material Handling.

**Material Handling** includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

## Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

## Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

## How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas Expo and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

## How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment.
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



## What are the FREIGHT CATEGORIES?

**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.

**UNCRATED:** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

**SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

## What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

## Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

## How do I ensure that my SHIPPED MATERIALS ARE SECURELY delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

## \$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.

Show Name: 2024 Southwest Fuel & Convenience Expo

Show Dates: June 26-27, 2024

Show Venue: Henry B. Gonzalez Convention Center

Deadline to Receive Discount Pricing: Tuesday, June 11, 2024



# MATERIAL HANDLING ORDER FORM

**MATERIAL HANDLING RATES:** All rates are per pound . These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

### Material Handling

Rate applies to shipments sent to either the warehouse or directly to show site

**\$1.50 per pound**

### Material Handling - After Deadline

Rate applies to shipments arriving at the warehouse after **Tuesday, June 18, 2024**

**\$1.92 per pound**

### Material Handling - 10 lbs and under

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 lbs or lesss

**Free of Charge**

### Labor Hours

- Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM
- Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM  
Anytime Saturday/Sunday
- Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

### Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

### Outbound Shipments

A transfer fee of \$125.00 + \$12.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
- If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

**Estimated Charges - Material Handling** \_\_\_\_\_ lbs. x \_\_\_\_\_ per cwt. = \$ \_\_\_\_\_

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

**SUBTOTAL MATERIAL HANDLING ORDER: \$ \_\_\_\_\_**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_ Order Total: \_\_\_\_\_

**YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.**

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The definition of a POV or Privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, and small box trucks. We understand that all of our customers do not require standard material handling services, so we have made special accommodations for customers with POVs that fit this criteria.

Each vehicle will have a 30 minute time limit to complete the work. If longer than the allotted 30 minutes is required, the contractor will place exhibitor in a designated space to unload without impeding additional work needs for other exhibitors or freight operations. Our team will guide vehicles into the marshalling area, and let full time exhibitors unload their vehicle and hand carry, or roll on a non-mechanized cart to their booth space. The contractor will stage vehicles as close as possible without impeding work space and emergency egress.

If exhibitor needs a forklift or motorized/non-motorized jack service, that would need to be ordered from the contractor at an additional cost. The below rates are based on round trip POV Material Handling.

**RATES**

- Car: \$236.30 per vehicle
- Mini-Van: \$248.95 per vehicle
- Full Size Van or Large Pick-Up: \$287.10 per vehicle

INBOUND Estimated number of pieces: \_\_\_\_\_ / Move-in day you will receive this service: \_\_\_\_\_

OUTBOUND Estimated number of pieces: \_\_\_\_\_

The above rates and procedures apply ONLY to passenger size vehicles. No trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial vehicles. Any freight coming in on a semi-truck, must be unloaded at the dock by union freight handlers and will be subject to material handling fees.

**RESTRICTIONS**

Company Vehicles - to include (any size) towing trailers, box trucks and semi trucks, u-haul or similar truck, a box van or anything larger than a passenger van.

*These vehicles or similar vehicles will be unloaded by the contractor and material handling rates will apply.*

**PROCEDURES**

- Exhibitors who require this service must check in at the designated POV/Cart Service area.
- Exhibitor will need to have a credit card on file or must complete the Authorization and Agreement form and provide a credit card at the time of service.

**Acceptable POV Vehicles**



**Company Vehicles - Not Eligible**



SUBTOTAL POV MATERIAL HANDLING: \$ \_\_\_\_\_

**YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.25%.**

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

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