

## SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

**ALL SHIPMENTS MUST ARRIVE PREPAID.  
 UNCRATED OR UNMARKED SHIPMENTS WILL NOT BE RECEIVED.  
 PLEASE USE SHIPPING LABEL ON REVERSE SIDE**

### RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KEC.
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipments will be received up to two (2) weeks prior to the first official show day. Early arrivals will be charged an additional **\$7 per CWT for all freight that has to be stored up to an additional 14 days at our facility warehouse, either in-bound or out-bound.**
- Loose shipments will only be received during official move-in hours.
- All shipments must arrive prepaid and have a bill of lading attached. Bill of lading should contain the following information: the number of pieces, type of merchandise and certified weight.
- Drayage is based on incoming weight only.
- KEC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable and if a certified weight receipt is not provided prior to move-out.
- KEC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KEC will not be responsible for shipments after they have been placed in the booth.

### EMPTY CONTAINER STORAGE AND RETURN

- KEC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KEC will remove and store the empty crates during the show.
- KEC will return all empty containers at the end of the show.

### OUTBOUND SHIPPING

- KEC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk / office.
- The exhibitor will be responsible for contracting carriers if other than the official show carrier.
- KEC will move shipments from the exhibitors' booth onto the outbound carrier.
- KEC reserves the right to assign shipments to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will not pick-up uncrated shipments. KEC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

### GENERAL CONDITIONS

- KEC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KEC will not be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KEC will not be responsible for items after tendered to common carrier.

#### **Small Package Deliveries, i.e. UPS, Federal Express**

1-20 lbs.	\$12.00 per Delivery
21-100 lbs.	\$24.00 per Delivery
Over 100 lbs., then CWT weight applies	

### **DRAYAGE RATES**

**One Way Only**  
 \$35 per CWT  
 \$120 Minimum

**Two Way**  
 \$46 Per CWT  
 \$180 Minimum

Banding 55¢ / foot  
 Labor \$40 / hour - Regular / Advance \$60.00 / hour - Floor / Overtime  
 Carpenters \$50 / hour - Regular / Advance \$90.00 - Floor / Overtime  
**ONE HOUR MINIMUM.** Regular time is Monday through Friday, 7:30 a.m. - 4:00 p.m.  
 Time and a half is all other hours including weekends. Holidays are double time.

- **Prices are subject to change without notice.**
- All services for less than \$150 must be prepaid. Check, Visa or Mastercard must accompany order or be rendered prior to opening of the show.

### **PENALTY CHARGE FOR LATE PAYMENT AFTER 30 DAYS (CALCULATED AT 10% OF UNPAID BALANCE)**

**EXHIBITORS MUST LABEL SHIPMENT AS FOLLOWS:**

**SHIP TO:**

NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(TELEPHONE NUMBER)

**C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE KY 40209**

**SHIP TO:**

NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(TELEPHONE NUMBER)

**C/O KY EXPOSITION CENTER  
937 PHILLIPS LANE  
LOUISVILLE KY 40209**

**SHIP TO:**

NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(TELEPHONE NUMBER)

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**SHIP TO:**

NAME OF SHOW: \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
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