



Wisconsin State Music Conference 2017

Monona Terrace, October 26 - 27, 2017

Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

Exhibitors are responsible for crating and uncrating of their own product.

Advance Shipments:

- A. Receiving at our warehouse up to 30 days prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

| | |
|---|--|
| EXHIBITING COMPANY NAME BOOTH NUMBER Wisconsin State Music Conference 2017 YRC FREIGHT C/O VALLEY EXPO & DISPLAYS 2573 PROGRESS ROAD MADISON, WI 53716 | First day freight will be accepted at advance location: 9/29/17 Last day freight will be accepted: 10/20/17 |
|---|--|

Direct Shipments to the Show Site:

- A. Receiving at the show site, and delivery to your exhibit booth
- B. Storage of empty containers
- C. Return of empty containers to your booth
- D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

| | |
|--|---|
| EXHIBITING COMPANY NAME BOOTH NUMBER Wisconsin State Music Conference 2017 MONONA TERRACE C/O VALLEY EXPO & DISPLAYS ONE JOHN NOLEN DRIVE MADISON, WI 53703 | <p><u>Do not send shipments to arrive in advance of 10/25/17 to the show site. The facility has no means of storage, and will refuse your shipment.</u></p> Days freight will be accepted at show site: 10/25/17; 3:00PM - *9:00PM <i>*Drivers must check in by 8:00PM</i> |
|--|---|

Authorization To Provide Freight Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

The Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before exhibit freight will be handled!



| |
|--------------------|
| <h1>RUSH</h1> |
| EXHIBITOR MATERIAL |

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin State Music Conference 2017

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
 YRC FREIGHT
 2573 PROGRESS ROAD
 MADISON, WI 53716

*Shipment Should Arrive Between:
 September 29, 2017 thru October 20, 2017*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier _____
 Number of pieces _____

| |
|--------------------|
| <h1>RUSH</h1> |
| EXHIBITOR MATERIAL |

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin State Music Conference 2017

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
 YRC FREIGHT
 2573 PROGRESS ROAD
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Carrier _____
 Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin State Music Conference 2017

SHOW NAME

BOOTH NO.

C/O VALLEY EXPO & DISPLAYS
MONONA TERRACE
1 JOHN NOLEN DRIVE
MADISON, WI 53703

Shipment Should Arrive:

October 25, 2017; 3:00PM – 9:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____

Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin State Music Conference 2017

SHOW NAME

BOOTH NO.

C/O VALLEY EXPO & DISPLAYS
MONONA TERRACE
1 JOHN NOLEN DRIVE
MADISON, WI 53703

Shipment Should Arrive:

October 25, 2017; 3:00PM – 9:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____

Number _____ of _____ pieces



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



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As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carrier. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable).

Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, select the category that best describes your shipment. There are three categories of freight:
 - 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.
 - Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express, UPS Ground, and DHL** are included in this category due to their delivery procedures.
 - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers

- Pick up "Empty Labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Protecting Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Shipping Materials After the Close of Show

- Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at the Valley Service Desk at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. All pick-ups are from the show site unless otherwise indicated. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.

VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
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Register Here for Online Ordering . . .
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 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**SPECIAL
 HANDLING**

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Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

Ground Loading/Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

Constricted Space Loading/Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

Designated Piece Loading/Unloading

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Alternate Delivery Location

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

Mixed Shipments

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS Ground, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.





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**FREIGHT
HANDLING**

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Monona Terrace, October 26 - 27, 2017

This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled. Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bill of lading, such as UPS, FedEx or US Postal Service, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event.

FREIGHT HANDLING SERVICES

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.
Special Handling: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload.
Uncrated: Material that is shipped loose or pad-wrapped, and/or skidded machinery without proper lifting bars or hooks.
Straight Time : 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays
 (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times)

WAREHOUSE SHIPMENT (200lbs. Minimum Per Shipment)

Valley is unable to receive flatbed shipments or any single piece weighting over 5,000 pounds at the Advance Warehouse.

| Crated or Skidded Shipment | | | Special Handling Shipment | | |
|----------------------------|----------|-------------|---------------------------|----------|-------------|
| Rate Classification | Per CWT | 200lbs Min. | Rate Classification | Per CWT | 200lbs Min. |
| Standard Rate | \$ 67.95 | \$ 135.90 | Standard Rate | \$ 88.35 | \$ 176.70 |

SHOWSITE SHIPMENT (200lbs. Minimum Per Shipment)

| Crated or Skidded Shipment | | | Special Handling Shipment | | | Uncrated or Pad Wrapped Shipment | | |
|----------------------------|----------|------------|---------------------------|----------|------------|----------------------------------|-----------|------------|
| Rate Classification | Per CWT | 200lbs Min | Rate Classification | Per CWT | 200lbs Min | Rate Classification | Per CWT | 200lbs Min |
| Standard Rate | \$ 64.45 | \$ 128.90 | Standard Rate | \$ 83.75 | \$ 167.50 | Standard Rate | \$ 100.20 | \$ 200.40 |

SMALL PACKAGE (Maximum weight is 50lbs. Per Shipment)

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

| First Carton | Each Additional Carton |
|--------------|------------------------|
| \$ 46.30 | \$ 11.20 |

ADDITIONAL SURCHARGES (In addition to the above rates)

| | |
|---|-----------------------|
| Early/Late Delivery (see Shipping Information form for dates) | 20% Surcharge per CWT |
| Overtime - Inbound and/or Outbound | 25% Surcharge per CWT |
| Double Time - Inbound and/or Outbound | 50% Surcharge per CWT |

Estimate of Freight Handling Charges

Please understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SMALL PACKAGE - ESTIMATE OF FREIGHT HANDLING CHARGES

| Total # of Carton in Shipment | TOTAL ESTIMATE |
|--|----------------|
| _____ First Carton + _____ # of Additional Cartons = | \$ _____ |

ESTIMATE OF FREIGHT HANDLING CHARGES (200LBS MINIMUM PER SHIPMENT)

| Shipment Will Be Sent To | Approximate Weight of Shipment (rounded to the nearest 100) | X CWT (Weight of Shipment ÷ 100 = CWT) | + Additional Surcharges | TOTAL ESTIMATE |
|------------------------------------|---|--|-------------------------|----------------|
| <input type="checkbox"/> Warehouse | LBS. | | | |
| <input type="checkbox"/> Show Site | | | | \$ _____ |

Consolidate shipments when total weight is less than 200 lbs. *It can save you money!* For example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 160.60
 52 lbs. charged @ 200 lbs. \$ 160.60
 65 lbs. charged @ 200 lbs. \$ 160.60 = **\$481.80**

1 Consolidated Shipment

3 pieces (1 shipment)
 177 lbs. charged @ 200 lbs. = **\$160.60**
Added benefit - your shipments are less likely to get misplaced if they are packaged together w/larger items





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FREIGHT SERVICE QUESTIONNAIRE

Wisconsin State Music Conference 2017
Monona Terrace, October 26 - 27, 2017

**ALL EXHIBITORS SHIPPING FREIGHT
 MUST RETURN THIS FORM**

1. Estimate total number of pieces being shipped:

- _____ Crated
- _____ Uncrated
- _____ Machinery
- _____ Total

2. Indicate total number of trucks in each category that you will use:

- _____ Van Line
- _____ Common Carrier
- _____ Flatbed
- _____ Company Truck
- _____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone _____

5. Print the name of person in charge of your move-in:

Phone _____

6. What is the minimum number of days required to set your displays?

7. What is the weight of the single heaviest piece that must be lifted?

_____ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Exhibiting Company Name: _____

Booth Number(s) _____

