

Space & Missile Defense Conference  
August 17-19, 2010 - Von Braun Center - Huntsville, AL



Shipping

Labels

Material Handling



# Space & Missile Defense Conference

SHIPPING

Freight and material handling rates DO NOT include uncrating, unskidding, installation, dismantling, crating, etc. For such services refer to the enclosed Labor Order form..

All rates are based on inbound weight rounded to the next cwt. (100 lbs.) Exhibits which because of their nature (excessive size, delicate nature, extreme value, etc.) require special handling, will be charged on a time and materials basis, in addition to standard material handling rates. Uncrated (pad-wrapped) shipments will not be received at the advance warehouse and will be subject to additional handling charges Advance notification of your needs by completing and returning the freight handling & materials service rate form will facilitate prompt and efficient handling of your display needs.

Shipments will be received at SCS July 16 - August 6, 2010.

Shipments will be stored and delivered to your booth prior to exhibitor move-in. Empty containers will be removed for storage and returned at the close of the show. Exhibits will then be loaded onto truck for return shipment. FOR COST SEE THE FREIGHT MATERIAL HANDLING SERVICE RATES

### SHOW SITE RECEIPT

Shipments will be received at the Von Braun Center on 8/16/09 only (except targeted booths).

Exhibits will be unloaded, placed in your booth, empties removed for storage and returned at the close of the show. Exhibits will then be loaded onto truck for return shipment. ONLY SCS FORKLIFTS WILL BE ALLOWED ON FLOOR. FOR COST SEE THE FREIGHT MATERIAL HANDLING SERVICE RATES.

### INSURANCE

It is understood that SCS and its contractors are not an insurer. If any insurance is needed, it should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can often be done by endorsement to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. SCS shall not be held responsible for any loss or damage whatsoever.

### LIABILITY

An accurate weight must be listed on your inbound bill of lading to correctly tabulate your material handling charges. Shipments without proper weight information will be estimated by SCS management at unloading and the estimated weight will be used to tabulate charges. Verification of weight after the show will not be accepted. Direct carrier shipments must have certified weight tickets. Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.

SCS shall not be responsible for damage to uncrated materials, improperly packed or concealed damage.

SCS shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.

Collect shipments will not be accepted. Send freight pre-paid.

NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.

Empty container labels will be available at the SCS Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed. SCS assumes no responsibility for removal of containers with old empty labels and SCS labels, improper information on empty labels, materials stored in containers with empty labels.

To expedite removal of materials, SCS shall have authority to change designated carriers.

SCS has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.

Exhibitors must arrange their outbound shipping.

Make sure materials are properly crated and labeled before turning in the SCS bill of lading to the Service Desk. This prevents shipping out empty crates.

Acceptance of Bills of Lading by SCS does not represent acceptance of counts on bill. All outgoing freight will be counted by designated carrier at the booth; notifying SCS of any adjustments. SCS is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.

SCS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Southern Convention Services - [www.scsonline.com](http://www.scsonline.com)

Mail:  
P.O. Box 69 Madison, AL 35758

Fax:  
256-461-6346

Phone Calls:  
256-461-8815

# RUSH!

## Exhibition Freight

Shipment should arrive on or before 8/6/10!

FROM:

### Advance Warehouse Shipment

To: \_\_\_\_\_

Exhibiting Company Name - Booth Number

**Space & Missile Defense Conf.**

**C/O SCS**

**10446 County Line Road**

**Madison, AL 35756**



Piece \_\_\_\_\_ of \_\_\_\_\_

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**Madison, AL 35756**



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## Exhibition Freight

Shipment should arrive on \_\_\_\_\_  
(target date)

FROM:

### Show Site Shipment

To: \_\_\_\_\_

Exhibiting Company Name - Booth Number

**Space & Missile Defense Conf.**

**C/O SCS**

**Von Braun Center**

**700 Monroe Street**

**Huntsville, AL 35801**



Piece \_\_\_\_\_ of \_\_\_\_\_

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**C/O SCS**

**Von Braun Center**

**700 Monroe Street**

**Huntsville, AL 35801**



Piece \_\_\_\_\_ of \_\_\_\_\_

# RUSH!

## Exhibition Freight

Shipment should arrive on or before 8/6/10!

FROM:

### Hanging Sign Shipment

To: \_\_\_\_\_

Exhibiting Company Name - Booth Number

**Space & Missile Defense Conf.**

**C/O SCS**

**10446 County Line Road**

**Madison, AL 35756**



Piece \_\_\_\_\_ of \_\_\_\_\_

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**C/O SCS**

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**Madison, AL 35756**



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**Madison, AL 35756**





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Rates include all labor and equipment to unload, deliver to booth, handle empty containers to and from storage, and reload your exhibit materials on outbound carriers. Shipments without proper weight information will be estimated at unloading. Verification of weight after the show will not be accepted. Direct carrier shipments must have certified weight tickets. Please advise your shippers!

## ADVANCE SHIPMENTS TO SCS WAREHOUSE (200 LB. MINIMUM CHARGE)

*cwt= per hundred pounds*

**Crated Materials:** 77.50 cwt

**Uncrated or Special Handling Materials\*:** \$97.50 cwt

See below for small package pricing

## DIRECT SHIPMENTS TO SHOW SITE (200 LB. MINIMUM CHARGE)

*cwt= per hundred pounds*

**Crated materials:** \$72.50 cwt

**Uncrated or Special Handling Materials\*:** \$92.50 cwt

See Section 1 - Show information for marshaling yard information

\* Special handling rates apply for all ground unloading, double stacked crates and any other situation requiring non-standard equipment and/or labor.

**Storage** of popup cases, fiber cases or cardboard boxes (size limit 4'x4'x4') only brought in by exhibitor not charged drayage rates will be \$25 per label.

**Small Package:** Shipments under 50 lbs. total only! This includes FedEx & UPS shipments. All shipments from air carriers not under 50 lbs. must use material handling rates.

**First Carton:** \$40.00

**Each Additional:** \$15.00

Above material handling rates (including small package rates) are for shipments handled within arrival dates or targeted move-in dates and times. There will be a 25% additional charge for freight arriving to the warehouse after published warehouse dates or to show site off-target.

**\*\*SAMPLE**

Warehouse	Show	Description	Estimated weight	CWT	Unit Price	Estimated Cost
x		2 Skids	1200/100	12	\$65	\$660
	x	uncrated	1200/100			\$1,020.00
	x	40lbs	\$30 + (3x\$10)			\$60
Total:						

Warehouse	Show	Description	Estimated weight	CWT	Unit Price	Estimated Cost
Total:						
Total Estimated Charges						
Off Target Charge (25%)						
Grand Total						

For all small outbound shipments being picked up by air carriers (i.e. FedEx, UPS), there will be an additional fee of \$10 for the first package and \$5 for each additional package. This fee may be added to your credit card on file, or paid by credit card at the close of the show. All packages MUST be brought to the small package desk located in the NE corner of the South Hall unless prior arrangements are made with SCS. Any freight left in the exhibitors booth will be brought back to SCS and additional fees will be incurred.

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# FREIGHT QUESTIONNAIRE

## ALL EXHIBITORS SENDING FREIGHT ADVANCE OR SHOW SITE MUST RETURN THIS FORM!

1. What is the total piece count for your shipment?

\_\_\_\_\_ Crated  
 \_\_\_\_\_ Uncrated  
 \_\_\_\_\_ Requiring Special Handling  
 \_\_\_\_\_ Total

2. What is the total weight of your shipment?

\_\_\_\_\_ lbs.

3. What is the weight of the heaviest piece?

\_\_\_\_\_ lbs.

4. Is there any special equipment needed to unload your shipment? If so, list below.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. List carrier(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. For direct shipments, what date/time are your shipments scheduled to arrive?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Who should we contact if problems/ questions arise with inbound/outbound freight?

\_\_\_\_\_

8. List contact phone number:

\_\_\_\_\_

Company \_\_\_\_\_ Email Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized Contact (Print) \_\_\_\_\_