

Material Handling

FAN EXPO Denver
Colorado Convention Center
Denver, CO
June 30-July 2, 2023

Advance Receiving Deadline
Wednesday, June 21, 2023

All orders MUST have a credit card on file.

Advance Receiving at Warehouse:

MUST BE RECEIVED BY: Wednesday, June 21, 2023

Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$142.00 per CWT	\$
Shipments received at the warehouse between 6/22-26/23 then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$177.50 per CWT	
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading on Straight Time / Over Time	Lbs/100	CWT	\$151.00 per CWT	\$
Shipments received at the warehouse between 6/22-26/23 WITHOUT a bill of lading on Straight Time / Over Time	Lbs/100	CWT	\$188.75 per CWT	

***ABSOLUTELY NO SHIPMENTS ACCEPTED AT WAREHOUSE AFTER: 6/26/2023**

Direct Shipments to Show Site:

Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs) X	RATE	Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Over Time	Lbs/100	CWT	\$134.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received WITHOUT a bill of lading on Straight Time / Over Time	Lbs/100	CWT	\$140.00 per CWT	\$

***Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge and any facility charges that may apply. Please see the included labels for your reference.**

-Show management will provide cart service for booths on Wednesday (8AM-12PM) & Thursday (8AM-12PM & 12PM-4PM)

- Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.25 per 100 lbs. per day with a \$35.00 minimum. On-site container storage for freight brought in by exhibitors is \$30.00 per piece.

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Overtime:

Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is any time before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

Material Handling Rates and Charges:

Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weights rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment.

Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Off Date Delivery Fees:

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received before the first exhibitor move in date or after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

Van Lines, Uncrated, and Loose Display Shipments:

Add 50% to the quoted rates for van line, uncrated and loose display shipments. UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE. Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

Empty Container Labels:

Empty container labels will be available at the service desk FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece.

Inbound bill of Lading or Delivery Receipt:

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

Outbound Shipping:

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information.

Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier if the requested carrier fails to check in at the service desk by the designated time.

Limits of Liability:

After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.

Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.

All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.

Paramount Convention Services

Phone: 314-621-6677 Fax: 314-621-6416

Online ordering: www.paramountcs.com/exhibitorservices

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Additional Services

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Vehicle Spotting:

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

Forklift:

All per 100 lb rates quoted do not include any Blocking, Spotting or Bracing in Booth, Local pickups, or deliveries. For such services the following rates apply:

	Straight Time	Overtime	Doubletime
<u>Forklift with Operator</u>	\$258.00 per hr. (One-hour minimum)	\$310.00 per hr. (Up to 4,000 lbs. Capacity)	\$362.00 per hr.
<u>Material Handler</u>	\$102.00 per hr. (One hour minimum)	\$153.00 per hr.	\$266.00 per hr.

Installation Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Dismantle Labor:

Forklift with operator (4,000 lb. Capacity)

No. of Forklifts	Approx Hours	Date	Day of Week	Time
_____	_____	_____	_____	_____

Banding:

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor (One hour minimum).

Shrink-wrap:

Shrink wrap will be available for securing outbound shipments at a rate of:

Straight Time	Overtime
\$50.00 per skid	\$75.00 per skid

Authority to handle and billing instructions. All terms and conditions herein stated are understood and accepted.

Company Name: _____ Booth # _____

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