



## Material Handling FAQ's

*SES has the responsibility of receiving and handling all exhibit materials, empty materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move in/out of the event. SES will not be responsible, however, for any materials they do not handle. SES will have complete control of the loading docks at all times. If you wish to unload or load, you must report to the SES Freight Desk. Do not proceed to docks until told to do so.*

### WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the *Shipping Information* page of this manual for further information.

### WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include: crates, fiber cases, and properly packed skids.**

### WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments** - Includes a mix of both crated and uncrated materials
- **Ground Loading/Unloading** - Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments** - Shipments that require multiple items to be moved or removed for delivery to booth (i.e. loose items stacked on top of crates and/or pallets).
- **Piece Loading/Unloading** - Drivers who require multiple pieces to be moved to the rear of the trailer in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation** - Shipments that arrive from a carrier without a *Bill of Lading*, which requires additional time and labor to process.
- **Excess of Small Shipments** - 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments** - Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

### HOW IS STRAIGHT TIME/OVERTIME DETERMINED?

**Straight Time** – Monday – Friday, 8:00 am to 4:30 pm

**Overtime** – All other times, Saturday, Sunday and holidays

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when SES has been granted access to the facility during overtime, per the contractual agreement with Show Management and the facility. This includes warehouse shipments.

### HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs. is considered one **cwt** (hundred weight). There is a 200 lb. minimum charge for each shipment. Please refer to the *Material Handling Rate Sheet* for event prices.

**Calculate Total CWT** (Enter in increments of 10 lbs. only; make sure to round up to the next 100 lbs.)

Example below is based on the published rate:

350 lbs. (rounded to the next 100) divided by 100 = 4 Total CWT

4 CWT x \$72.00 = Material Handling Charge \$288.00

### WHAT IS THE MOST COST EFFECTIVE WAY TO SEND SHIPMENTS?

The most cost-effective way to send your shipment is to consolidate and shrink wrap your shipments into one. If your shipment is broken up and delivered in multiple shipments, you will be charged per shipment. Please advise your carrier to deliver as one (1) shipment. Below is an example for an advance to warehouse shipment using the published rate: **\$72.00**

#### **If sending 4 Separate Shipments:**

1<sup>st</sup> shipment @ 41 lbs. = **\$149.04** (200 lbs. minimum)

2<sup>nd</sup> shipment @ 44 lbs. = **\$149.04** (200 lbs. minimum)

3<sup>rd</sup> shipment @ 52 lbs. = **\$149.04** (200 lbs. minimum)

4<sup>th</sup> shipment @ 60 lbs. = **\$149.04** (200 lbs. minimum)

#### **If sending 1 Consolidated Shipment:**

1 shipment (4 pieces) @ **197 lbs.** = **\$140.04** (200 lbs. minimum)



**Material Handling Charges Include:**

Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

**Advance Shipments to Warehouse**

- The advance warehouse will begin receiving shipments 30 days prior to: **Friday, June 2, 2023**
- All materials shipped advance to the warehouse **MUST ARRIVE BY: Friday, June 2, 2023**
- Any shipment arriving after this date will be charged a late to warehouse fee of **\$150** in addition to any other charges incurred.
- Warehouse receiving hours are **Monday – Friday, 8:30 am – 5:00 pm**. Any shipment delivered after hours or on weekends may be refused.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1<sup>st</sup> package and **\$20** per package thereafter within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment.

**Direct Shipments to Show Site**

- All materials shipped direct to show site **MUST ARRIVE NO SOONER THAN: Wednesday, June 7, 2023**
- Any shipments arriving prior to the above date may be refused.
- Shipments will be received during the move in periods and throughout the event.
- **Small Packages:** Cartons under 35 lbs. (received in a single shipment) will be charged **\$45** for the 1<sup>st</sup> package and **\$20** per package thereafter (per shipment) within the same shipment.
- Shipments will be weighed. Pricing is based on actual weight of shipment. Charges will not be billed until freight is received.

**Overtime**

- *Overtime charges* are assessed when SES has been granted initial access to the facility during overtime, per the contractual agreement between Show Management and the facility.
- Driver check in time does not guarantee *straight time* rates.
- *Overtime rate* is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than **8:00 am – 4:30 pm, Monday through Friday**.
- Overtime charges are assessed if shipment is moved into or out of show site on overtime due to scheduling.

**Rates below based on Published Event Move-In & Move-Out Schedule (OT Rates May Apply. See "Overtime" above.)**

RATE CLASSIFICATIONS:	Price per CWT	200 lbs. Minimum
<b>Warehouse Shipment (200 lbs. minimum)</b>		
Crated or skidded shipment	\$74.52	\$149.04
Special handling	\$93.15	\$186.30
<b>Show Site Shipment (200 lbs. minimum)</b>		
Crated or skidded shipment	\$84.87	\$169.74
Special handling	\$100.39	\$200.79
<b>Small Package (Maximum weight 35 lbs. per shipment)</b>		
First carton	\$46.57	--
Each additional carton	\$20.70	--
<b>ADDITIONAL SURCHARGES:</b>		
<b>Overtime Charge –Move-In or Move-Out (in addition to above rates)</b>		
Crated or skidded shipment	\$15.78	\$31.56
Special handling shipment	\$19.06	\$38.12
<b>Overtime Charge – Move-In and Move-Out (in addition to above rates)</b>		
Crated or skidded shipment	\$30.50	\$61.00
Special handling shipment	\$38.12	\$76.24
<b>Late to Warehouse</b>		
Freight arriving after <b>Friday, June 2, 2023</b>	\$155.25 per shipment	
<b>Back to Warehouse (in addition to above rates)</b>		
Per 100 lbs. (200 lbs. minimum)	\$207.00	\$414.00

A credit card **MUST** be on file for all material handling, shipping inbound and/or outbound to event.